

Lafayette Upper and Lower Elementary School



2016-2017 *STUDENT HANDBOOK*

Lafayette
Lower Elementary School
150 Commodore Drive, Oxford MS.
38655

Main # (662) 236-5627
Fax (662) 281-8759

Principal - Paula Gibbs
Assistant Principal - Haley Wilson
Counselor - Aimee Kohne

<http://www.les.gocommodores.org/>

Lafayette
Upper Elementary School
120 Commodore Drive, Oxford MS.
38655

Main # (662) 236-3761
Fax (662) 234-0291

Principal - Thomas Tillman
Assistant Principal - Felicia Pollard
Counselor - Dina Andrews

<http://www.lus.gocommodores.org/>

Welcome to Lafayette Lower & Upper Elementary School

Let me begin by extending an invitation to our schools. We welcome and encourage parent involvement here at LES & LUES through the classroom and our Parent Teacher Organization. We invite you to become an active part of your child's education daily.

Our schools are committed to providing each student Pre-Kindergarten through fifth grade with an education in which essential information and skills are learned, knowledge explored and ideas are critically analyzed and evaluated. LES & LUES has an excellent educational program taught by talented and dedicated faculty. Our goal is each day to "fill their buckets" with knowledge, skills and the joy of learning while creating lifelong learners.

The elementary school years are a special time in your child's life. It is our personal goal to serve and provide a nurturing environment for all our students. We appreciate and are humbled by the task and are very grateful to have this opportunity. Our doors are always open and we encourage as well as appreciate any communication from each of you.

We are looking forward to this year and all the exciting learning that is ahead!

Sincerely,
Paula Gibbs, LES Principal
Thomas Tillman, LUES Principal



Lafayette County School District 2016-2017 Calendar

July 1-29, 2016	Staff Development Days (2)
August 2, 2016 - Tuesday	Staff Development Day (1)
August 3, 2016 - Wednesday	Staff Development Day (1)
August 4, 2016 - Thursday	Staff Development Day (1)
August 5, 2016 - Friday	First Day for Students
September 5, 2016 - Monday	Labor Day Holiday
September 8, 2016 - Thursday	Progress Reports
October 3-6, 2016	First Nine Weeks Exams
October 7-10, 2016	Fall Break
October 11, 2016 - Tuesday	School Resumes
October 13, 2016 - Thursday	Report Cards
November 10, 2016 -Thursday	Progress Reports
November 21-25, 2016	Thanksgiving Holiday
December 14-19, 2016	Second Nine Weeks Exams
December 20, 2016 - Tuesday	60% Final Day for Students
December 21, 2016 - Jan 3, 2017	Christmas Holiday
January 4, 2017 - Wednesday	Staff Development Day (1)- No Students
January 5, 2017 - Thursday	Students Return
January 12, 2017 - Thursday	Report Cards
January 16, 2017 - Monday	Dr. Martin Luther King Jr. Holiday
February 9, 2017 - Thursday	Progress Reports
February 20, 2017 - Monday	President's Day – No School
March 7-10, 2017	Third Nine Weeks Exams
March 13-17, 2017	Spring Break
March 23, 2017 - Thursday	Report Cards
April 14, 2017 - Friday	Good Friday Holiday
April 17, 2017 - Monday	Good Monday Holiday
April 20, 2017 - Thursday	Progress Reports
May 17-22, 2017	Final Exams
May 19, 2017 - Friday	Graduation
May 23, 2017 - Tuesday	60% Final Day for Students
May 24, 2017 - Wednesday	Staff Development Day (1)
May 25-26, 2017	Make-up Days for Inclement Weather

Note: Makeup days for inclement weather will be the week of May 25-26, 2017 and/or other holidays as needed.

First Semester:	Student Days 90	Faculty Days 95
Second Semester:	Student Days 90	Faculty Days 92
Total:	180	187

**School Year 2016 – 2017
Mississippi Department of Education
School Testing Calendar**

TEST	Test Date(s)	Description
MST2 (MS Science Test) ONLINE	TBA	Grades 5
MAP	TBA	Grades 3-8
MKAS	TBA	Grade 3

LAFAYETTE COUNTY SCHOOL BOARD AND ADMINISTRATION

School Board

Ken Hewlett

Bill McGregor

Bob Colston

Johnny Parker

Dr. Judith Thompson

County Administration

Dr. Adam Pugh, Superintendent of Education

adam.pugh@lafayetteschools.net

Dr. Jeremy Stinson, Curriculum and Testing Coordinator

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Patrick Robinson, Director of Federal Programs & Homeless Liaison

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Tiffany Babb, Dir. of Special Education & 504 Coordinator

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Mark Davis, Director of Food Services

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Gary Drewrey, Director of Transportation & Director of Athletics

gary.drewrey@gocommodores.org

McNeil Stanford, Director of Technology

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Carman Jenkins, Technology Coach/Instructional Technologist

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District Philosophy

EDUCATIONAL PHILOSOPHY AND MISSION STATEMENT

The primary purpose of the Lafayette County School District is to provide the greatest possible development of each individual within the framework of our democratic society. Our mission is to provide a quality education.

We believe that the purpose of education is to provide all students with the basic skills, habits, values, and attitudes necessary to exercise their civic responsibilities more effectively in our democratic society; to increase their economic potential in industry, the professions, or other vocational endeavors; and to improve the quality of life available to them.

We strive to provide a variety of teaching methods, so each child might develop a healthy self-concept and be prepared to meet the challenges that lie ahead. Materials, supplies and support services will be provided to ensure the understanding and mastery of these objectives. Requirements regarding testing, grading, promoting, retention, and graduation are based upon student performance of our district specifications.

To accomplish the above, the District sets forth these objectives:

1. To provide a safe, orderly environment conducive to teaching and learning.
2. To recognize and serve individual intellectual differences.
3. To guide each child in developing skills and attitudes conducive to self-fulfillment and social responsibility.
4. To cultivate moral and ethical values by teaching courtesy, cooperation, fairness, honesty, and good citizenship.
5. To promote the democratic way of life in its responsibilities at home, school, and community.
6. To emphasize the importance of physical development through personal health, hygiene, and self-discipline.

Lafayette County School District Goals

- I. Provide high quality curriculum and instruction to improve student achievement
 - by meeting the AYP (adequate yearly progress) requirements in all sub groups at all schools in district.
 - by achieving the status of "A" school in the Mississippi School Performance Classification Model at all schools in the district.
- II. Increase the graduation rate to 90% or greater

LAFAYETTE COUNTY SCHOOL DISTRICT

PUBLIC NOTICE

THE LAFAYETTE COUNTY SCHOOL DISTRICT WISHES TO INFORM ITS STAFF, STUDENTS, AND PARENTS AS TO THE STATUS OF ITS ASBESTOS MANAGEMENT PROGRAM. THE DISTRICT HAS ON FILE WITH THE MISSISSIPPI DEPARTMENT OF EDUCATION AN APPROVED ASBESTOS MANAGEMENT PLAN. REMAINING ASBESTOS MATERIALS IN DISTRICT FACILITIES ARE IN GOOD CONDITION AND DOES NOT PRESENT HEALTH RISKS TO STUDENTS, EMPLOYEES OR THE GENERAL PUBLIC.

ASBESTOS MANAGEMENT PLANS ARE AVAILABLE FOR PUBLIC REVIEW AT EACH SCHOOL LOCATION AND THE DISTRICT OFFICE.



Table of Contents

General Information: Pages 7&8

Pre-K Information
Visitors
Enrollment

Attendance: Pages 9-11

Parent pickup/drop off information: Page 12

Special Rules: Page 13

Field Trips
Flowers & Gifts
Checks
Telephone
Electronics

Dress Code: Page 14

Medical Information: Pages 14-15

Discipline: Pages 16-21

Character Education: Page 22

Curriculum and Instruction: Pages 23-24

Grading System
Report Cards
Achievements
Parent Conferences
Homework
Reading
Textbooks
Equal Education Opportunities

Promotion and Retention: Pages 24-26

Intervention & District Policies: Pages 28-37

Dyslexia Screening
Gifted Education
Student Discrimination/Harassment/Bullying
Screening for Vision and Hearing
Tobacco/Smoking
Alcohol/Drugs
Dangerous Weapons
Physical or Verbal Abuse
Limited English Proficiency Instruction
ELL Procedures
Homeless

Home School Communication: Page 38

Communication
Home Folders
Phone Calls
School Pictures
Conferences

Cafeteria: Pages 38-39

Prices
Online Payment Information

Textbook Policy: Page 40

Internet Safety Policy: Page 41-43

Parent Teacher Organization: Page 43-45

Parent/Student School Compact: Page 46

Absentee Note: Page 47

Transportation Change Note: Page 48

Information/Permission Pages: (to be signed and returned): Pages 50-66



PRE KINDERGARTEN INFORMATION

VISION

The children participating in the pre-K program at Lafayette Elementary will progress toward mastery of developmentally appropriate language, cognitive, social, self-help, and motor skills on the Mississippi Early Childhood Curriculum, in order for them to become self-sufficient, autonomous individuals.

TUITION

Tuition is \$425 per month. Afterschool daycare fee is not included in the tuition. Afterschool daycare is \$125.00 per month. Tuition is due on the first of each month your child is enrolled in the pre-kindergarten program at LES. **A late fee of \$25.00 will be added on the 10th of the month and \$50.00 on the 20th.** Tuition **MUST** stay current in order to maintain your child's enrollment in the program.

PICK-UP AND DROP-OFF INFORMATION

Designated parking spots are provided for pre-k drop-off and pick-up. Pre-kindergarten drop-off begins at 7:00 AM and the doors will be locked at 7:50 AM daily. It is very important that children arrive on time and do not miss the opportunity to settle into a daily routine. Students should arrive no later than 7:50 AM. This allows your child to participate in free time activities in the classroom prior to going to breakfast. If your child arrives later than 7:50 AM, you must sign in at the front office for a tardy slip. **Children must be signed in and out daily.** Any person picking up your child must be listed on the school registration form. For safety reasons, all individuals will be asked for photo identification prior to leaving with the child.

SUPPLIES

Each child is asked to bring the following supplies:

- Backpack
- Change of clothes (labeled in Ziploc bag)
- \$20.00 activity fee (Due by August 30th)





Visitors

Visitors are always welcome at LES & LUES. However, we must ensure a safe and secure environment. Therefore, **ALL VISITORS MUST REPORT TO THE SCHOOL OFFICE AND PRESENT A VALID GOVERNMENT-ISSUED PHOTO I.D. Parents needing to meet with teachers should schedule an appointment during scheduled conference times in order to avoid an interruption during instructional time.**

Enrollment of Students

I. General Eligibility

This school district shall admit into its free public schools all eligible residents and legally transferred minor children who are over five and not over 20 years of age on September 1 of the school year.

II. Transferring Students

1. No student is to be enrolled in this school district until any and all questions regarding residence or immunizations have been resolved.

2. In the event that any student, even though legally transferred and/or entitled to attend, who is under suspension or expulsion from another school district should seek enrollment, the Lafayette County School District Board shall require a written report from the suspending or expelling school district and review the case under which the student was suspended or before a hearing officer appointed by the Lafayette County School Board; and if they should find that the reason for the student's suspension or expulsion was for sufficient and good cause, then the Lafayette County School Board may refuse to enroll the student.



TO REGISTER A CHILD THESE DOCUMENTS ARE REQUIRED:

- **Birth Certificate**
- **Mississippi Immunization Form #121**
- **Social Security Card**
- **Verification of student's grade level - report card/withdrawal information from previous school**
- **Two (2) types of verification (listed below) that the student's parent or legal guardian lives in the Lafayette County School District:**
 1. Filed Homestead Exemption (if used, it must be for current year)
 2. Mortgage documents or property deed (mortgage documents must indicate current year, if property deed used, physical address must appear on the deed)
 3. Apartment or home lease (must be in current)
 4. Utility bills (must be within the last two months prior to registration)
 5. Automobile registration (for current vehicle tag – no title)
 6. Any other residency documentation that will objectively and unequivocally establish that the parent or legal guardian resides within the school district as determined by the registration coordinator, superintendent or designee.

**If an affidavit is used to establish residency, two of the six items above must be in the homeowner's name. The parent or legal guardian must provide one proof of residency that ties him/her to the residence. If the student has a legal guardian, a copy of the court order appointing the guardian must be provided to the district. If a petition of guardianship has been filed and the decree is pending, the student or guardian must provide a certified copy of the filed petition for guardianship.*

3. When the registration paperwork and proofs of residency have been provided by the parent/guardian, students will be enrolled and placed in a grade or class on the basis of an official transcript of credits from the last school attended. When a parent or guardian requests enrollment in the school, the counselor (or designee) will assign a homeroom for the child when all documentation is submitted. Records from the student's previous school will be requested, as well as a release in MSIS if the student is coming from a Mississippi school.

Student Transfers/ Transfer of Records

Lafayette County Schools will forward the educational records of a student to another public school in which the student seeks or intends to enroll upon written request from said school. Lafayette County Schools will provide, upon request, a copy of said students' educational records to the parents for their review. Also, upon request from the parent, the parent may request a hearing to challenge the content of the records in question. This applies until the student reaches the age of 18. At this time, the student assumes the responsibility of his/her records.

Counseling Services

In order for our students to become independent and self-sufficient individuals, we must not only address their academic needs but also their social and emotional needs. Whether your child is in pre- kindergarten or older, school presents new and challenging experiences. At our schools, we provide counseling services, which include individual and group sessions and a character program. Please contact the school counselor if your child may need counseling services or is experiencing any of the following:

- loss of a loved one or recent divorce of parents
- fear of school or uneasy about new places
- sudden defiant behavior
- crying over homework or other tasks
- unusual or excessive crying

ATTENDANCE PROCEDURES:



Attendance Reporting: In order for a student to be considered as having attended school for a full day, the school board policy specifies that each student must be present for 63% of his or her **individual instructional**. For purposes of reporting absenteeism, a student who has an absence that is more than thirty-seven percent (37%) of the student's instructional day, shall be considered absent the entire school day.

Definitions:

Full Day Attendance: When a student is present for 63% of his or her individual instructional day as fixed by the local school board for each individual school.

Unlawful Absence: An absence for an entire school day or during part of a school day when such absence is not due to a valid excuse.

Attorney General Opinion: According to a 1998 Attorney General Opinion, automatic fail provision of an absences policy may not apply against legal, excused absences. Such absences policies may not be applied against absences resulting from disciplinary suspensions if absences policies are applied to truant students who are

otherwise passing, the district must afford the student procedural due process. (Attorney General Opinion, *Carter*, 1-9-98) (#183) (97-0817)

Minimum program funds for a school are allocated on the basis of the average daily attendance (ADA) of all students. Whenever a student is absent for any reason, it costs the school a loss of money. It makes no difference whether the absence is excused or unexcused; it is still a nonattendance day for which no money is allocated.

Definition of “instructional day” for the Lafayette County School District:

An instructional day on the campus within the Lafayette County School District is determined by the number of minutes within each student’s specific class schedule. Due to varying amounts of time comprising individual student class schedules on each campus, students will have varying amounts of time in their instructional day.

When a student is present for 63% of the actual instructional minutes within his / her class schedule, he / she will be considered present for Average Daily Attendance purposes.

Example 1: Student A is a senior who has met the qualifications for “early release” each school day. Student A’s class schedule is comprised of 198 minutes of actual instructional time, therefore 63% of Student A’s instructional day would be 125 minutes. If Student A attends a minimum of 125 instructional minutes, he / she will be considered “present”.

Example 2: Student B is a junior, who by District policy is not eligible for “early release” each school day. Student B’s class schedule is comprised of 392 minutes of actual instructional time, therefore 63% of Student B’s instructional day would be 247 minutes. If Student B attends a minimum of 247 instructional minutes, he / she will be considered “present”.

Example 3: Student C is a 5th grader whose class schedule is comprised of 350 minutes of actual instructional time; therefore 63% of Student C’s instructional day would be 221 minutes. If Student C attends a minimum of 221 instructional minutes, he / she will be considered “present”.

Process for determining “instructional day” for the Lafayette County School District:

Student Teacher Information (STI) serves as the District’s student information software package. Available features within the STI system will be used to determine student absenteeism each day. Before the opening of school, District personnel will enter various bell schedules for each of the elementary schools, jr. high / high schools, career tech centers, and AP centers. District personnel will also enter each student’s individual class schedule, which will coincide with the already entered bell schedule for each grade level and / or campus. Within STI, an attendance rule will be established by the District which states that only students who attend a minimum of 63% of their actual instructional day will be counted as “present” for ADA purposes. Each day, STI will refer to each student’s entered specific class schedule to determine which students attended 63% of their instructional day.

EXCUSES AND PARENT EXPLANATIONS

Good attendance is important to academic and social success. Attendance, tardies, and early check-outs are counted and reported daily. If your child is absent from school, a written letter from the parent or a doctor’s note must be sent to the school office for absences to be excused within two (2) days of absence. **Students may have up to three (3) days per semester excused with a note from a parent or guardian. Unexcused days cannot be carried over to the next semester. Students may have unlimited days excused with a note from a doctor. After a student has accumulated (5) and (10) unexcused absences, notification will be sent to the attendance officer. After a student accumulates twelve (12) unexcused absences the attendance officer is required by law to notify the Court.** Students who receive out-school suspensions will have those days counted as absences.

Parents will be notified by letter from principal if a child has been tardy 4 times within a month’s period, 5 or more early checkouts and has exceeded the allowed parental notes.

Make-up work and tests will be due the day of the student's return if the student has only missed one day. In the event a student has missed multiple days the teacher will work with the student on completing work assignments in a timely manner.

Lafayette Elementary Schools recognize the following types of excuses and explanations.

UNEXCUSED ABSENCES- an absence that does not qualify for any other type of excuses or a student's failure to bring an excused absence or parent explanation within the stated deadline results in an unexcused absence.

PARENT EXPLANATION- a written note, with a telephone number, from parents is required. A parent explanation explains the reason for the absence and lets the school know that the parent/guardian is aware that the student was absent. **Up to three (3) parent notes per semester will be accepted (see page 10).** If a parent excuse is not received within two (2) school days that absence will be considered an unexcused absence. The following are excusable reasons for missing school: personal illness, illness in the family, death in the family, extreme emergencies, or any other reasons that are covered by Board Policy JBD.

Note: Parents are encouraged to make a student's medical or dental appointments after 3:00 (except in cases of emergency).

MEDICAL EXCUSES a medical note from a doctor is considered an excused absence. **If a note is NOT received within two (2) school days, the absence is considered unexcused.**

HOMEBOUND STUDENTS

Any student who is homebound because of accident or illness (on the part of that student) will be required to complete the same quantity and quality of classwork as other students within the time designated by the teacher. The counseling center will not be responsible for sending make-up assignments home for students absent for less than two days. Those students will be responsible for obtaining the make-up assignment upon return to school.

TARDIES/ LATE ARRIVALS TO SCHOOL

Students will be considered tardy if he/she arrives after 7:50 a.m. School Phone Messenger will notify parents of absences according to the District Attendance Policy.

CHECKING OUT

Once a student arrives on campus he/she cannot leave the campus unless he/she checks out through the office. If a student **must** check out early, a parent or legal guardian must come to the school and check out this student. No student will be allowed to leave this school unless a parent or guardian signs him/her out. Parents or other authorized persons picking up children must come to the office and **show a valid government-issued PHOTO ID.** All students must be picked up and signed out in the office.

Note: When a student is checked out, the check out sheet must be completed. It must be signed by a parent/guardian. In the event that a student leaves without proper checkout procedures being followed, the student will be considered leaving campus without permission and subject to the consequences for violating that rule.

Please make all transportation changes prior to 12:00 PM.
Student's checked out AFTER 2:00 PM is STRONGLY DISCOURAGED with the exception of a doctor's appointment.



Lafayette Elementary Schools Procedures

PARENT PICK-UP AND DROP-OFF INFORMATION

a) CAR RIDER DROP-OFF

Student drop-off begins at 7:15 a.m. Children eating breakfast at school should arrive by 7:30 a.m. Students are tardy at 7:50 a.m. **Late arrivals must be accompanied with an adult into the office to receive a tardy slip.** All traffic will enter and exit the north road of the campus, North Commodore Drive.

b) CAR RIDER PICK UP

Student pick-up begins at 2:35 p.m. Children will be escorted to cars at the north road circle drive. **Parents are asked to stay in their vehicle. Parking is not allowed in the pickup area. Please DO NOT BLOCK THE CIRCLE DRIVE.** Student identification cards, which are available in the office*, must be displayed and visible (on sun visor or in front window) when picking up children. If someone other than the parent is to pick up your child from school, a note must be sent to school regarding alternate pickup arrangements. Car rider pick-up ends at 3:00 p.m. **After 3:00 p.m., students will be taken to After School Care. A \$10 fee will be charged per day.** (*) Student identification cards include your child's name to allow for quick identification of parents. These cards also provide for the security and safety of your child. **PICTURE IDENTIFICATION** is required for individuals driving vehicles not displaying these cards.

c) AFTERSCHOOL CARE

After School care is provided from dismissal until 5:30 p.m. Children are offered help with their homework as well as opportunities for group play and outside play when the weather permits. The fee for after school care is as follows:

\$10 Per day
\$125 Per month

SCHOOL JURISDICTION

All policies and procedures outlined in this handbook, approved by the Lafayette County School Policy manual, or mandated by local, state, and federal laws will be strictly enforced by school administration while in school jurisdiction. School jurisdiction shall include, but not be limited to school property, property as described in Section 97-37-17 of the 1972 Mississippi Code, buses, extra-curricular activities located at another school, or any school sponsored activity regardless of its location. Any violation of policy, procedure, or law will be treated the same as an off campus activity or function or in transit to an off campus activity or function as it would if the violation had occurred on school property.

RULES

RULES

SPECIAL RULES

FIELD TRIP ATTENDANCE AND TRANSPORTATION

LES & LUES provides opportunities for students off campus to enhance the learning experience to all the students. However, safety is always our first concern and to ensure the safety of our children to and from the field trip the following is being implemented: Parents are welcomed and encouraged to attend field trips with students at LES. However, before a student may be counted present for the day the child must arrive at school. A parent may choose to follow the bus to the field trip, but if the parent wishes to take the child with them in their vehicle the parent through the school office must check out the child. A child that arrives at the field trip without coming to school and being checked out will not be counted present for attendance. **If a child rides the bus to the field trip the child must return on the bus from the field trip. Additionally, if a child does not ride the bus to the field trip he/she will not be allowed to return on the bus.**

FLOWERS & GIFTS

The schools will **not** accept deliveries of balloons, flowers, candy grams, etc. These items may not be delivered to the school office or individual rooms to students or school staff during school hours.

FUND DRIVES

All fund drives will be held by approval of the principal **ONLY**. No fund drives will be allowed during the month of May. All money collected by students will be turned in to the sponsor.

CHECKS

Lafayette Elementary & Upper Schools will not accept any checks unless they are made payable to LES or LUES, and have the student's name and homeroom on it. At its discretion the schools reserve the right not to accept any checks.

TELEPHONE

A student will not be excused from a class to use the telephone **EXCEPT** in a case of extreme emergency. Students may make local calls from the office if there is an emergency.

Note: **Arrangements for transportation, money, items from home, or any need that is not deemed as an emergency should be taken care of before a student leaves to go to school and will not be considered a reason for using the office phone.**

PERSONAL ITEMS & ELECTRONICS

Items not to be brought to school without permission or notification by principals: CELL PHONES, LASER POINTERS, RADIOS, TAPE RECORDERS, CAMERAS, CD PLAYERS, HEADPHONES, BEEPERS OR ANY ITEM THAT RESEMBLES A BEEPER/PAGER, TOYS, TRADING CARDS, ELECTRONIC GAMES. Violation of this policy will result in the confiscation of the item(s). The schools reserve the right to confiscate anything that disrupts the educational process of children. If children bring personal or electronic items to school other than for instructional purposes, we will not be responsible for the loss or theft of these items. In the event that a child brings items from home, the following will occur:

*LUES allows for student's to bring a cell phone or tablet to school. However, the cell phone or tablet cannot be used during the instructional day unless permitted by the child's teacher or administration.

First Offense – WARNING – Item(s) confiscated and returned to parents in the office.

Second Offense – Item(s) confiscated and returned to parents with \$15 payment.



Dress and Personal Appearance: Parents are requested to put their child's name in sweaters, coats, jackets, book bags and other such items. Pupils are expected to be appropriately and neatly dressed.

LES STUDENT DRESS

Children should dress appropriately for classroom activities and outdoor play. Clothing should also be comfortable and casual. It is recommended that your child wear shoes that are suitable for running and climbing on playground equipment. Flip flops are not considered appropriate for outdoor play. If necessary, please send your child a pair of tennis shoes to wear outside. It is also important to dress your child appropriately for the weather since children go out to recess unless it is too wet or too cold. If clothing interferes with learning and daily activities, parents will be contacted to bring more suitable clothing for their child. Clothing that should **NOT** be worn at school includes the following:

- ❖ Hats or bandanas (may be permitted for special events)
- ❖ sagging pants
- ❖ clothing with offensive language or pictures
- ❖ NO Holes above the knee in pants

LUES STUDENT DRESS

- ❖ **Sagging shorts/pants that reveal undergarments will not be permitted.**
- ❖ Students' **shorts/skirts/dresses** at the **minimum** must be no more than **3 inches** above the kneecap. Clothing should have no holes above the knee where skin is visible. Gym/athletic shorts that are revealing must be worn with leggings.
- ❖ Leggings alone are permitted when worn with a top that meets the shorts/skirts/dresses length guidelines.
- ❖ Students are to wear appropriate clothing and accessories.
- ❖ Hats, caps or other head coverings are not to be worn inside the building. (may be permitted for special events)
- ❖ All shirts/tops must cover the midriff (midsection) front and back, at all times.
- ❖ Clothing or jewelry, which advertises alcoholic beverages, illegal drugs, violence or displays suggestive/obscene wording or pictures may not be worn. Any design covered in Mississippi Code Section 37-11-39, 37-11-41, 37-11-43, will not be tolerated.
- ❖ Visible body piercings in areas other than the ears will not be permitted.
- ❖ Shirts/blouses and dresses that have straps will not be permitted.
- ❖ Shirts/blouses and dresses that reveal cleavage shall not be worn.
- ❖ Tank tops are not permitted.
- ❖ Cleats and taps may not be worn on shoes. Skate tennis shoes are not allowed at school.

- ❖ **Any student wearing clothing deemed inappropriate by the administration/certified staff will be required to change clothes or spend the day in Detention. Failure to comply with the rules of the dress code shall be grounds for suspension.**



SCHOOL NURSE

With the exception of the school nurse's, personnel may not exceed the practice of first aid in dealing with pupil injuries and/or sickness.

The School Board recognizes that some children are being treated for chronic disabilities or illnesses. When a pupil's physician requires the student to take prescription or nonprescription medication or requires

skilled medical procedures during school hours, the District will cooperate.

Administration of Medication in School

It is recognized that some children are better able to attend school regularly because of the effective use of medication and/or the performance of skilled nursing procedures in the treatment of chronic disabilities or illnesses. If possible, medication should be given by the parents/guardians other than during school hours. Where a student's physician must require prescription or nonprescription medication during school hours, the District will cooperate. An "Authorization to Administer Medication" and/or "Perform Skilled Nursing Procedures" is required prior to the administration of said medications or performance of said procedures. This includes both prescription and nonprescription medications.

The required forms must be completed by the student's parent/guardian and approved by the school nurse prior to administering medication or performing procedures to the child during school hours.

Delivery of Medication to School

The parent and/or guardian are responsible for delivering medication in the original container to the school nurse's office or the school principal's office. The amount of medication delivered at one time will be determined by the school nurse and the parent. The empty container will be returned home with the student and the parent will be notified prior to the date of return.

Medication brought to school by a student without prior approval and necessary forms signed will not be administered. Also, medications brought in any container other than the original and property labeled container will not be administered. In such cases, the parent/guardian will be immediately notified.

Unused medication will not be sent home with a student. It must be picked up by the parent/guardian only.

The parent/guardian is responsible for notifying the school immediately if the following occur:

1. There is a change of physician
2. The medication or dosage is changed
3. The administration of the medication is to be terminated

Medication brought to the school nurse must be in a container appropriately labeled by the pharmacy or physician with the date, student name, dosage and time intervals for administration.

All medication will be stored in a locked cabinet.

Procedures for the Administration of Medications

All medication to be administered to students shall be:

1. Checked against the "Request to Administer Medication" authorization form
2. Recorded in the medication log and maintained in the student's health folder

The identity of the student shall be verified prior to administering medication.

The school nurse or a staff member that has been designated by the Principal shall administer all medications and/or observe the student self-administer. Teacher/staff are not permitted to administer prescription or nonprescription medications to students unless authorized by the Principal to do so.

WELLNESS POLICY

At LES & LUES, we strictly enforce our wellness policy at school. We ask that students not be sent to school if he/she has:

- A fever of 100 degrees or above
- Thrown up in the last 24 hours
- A contagious rash or sickness

STUDENT HEALTH TIPS

1. Every student is expected to be personally clean and practice good personal hygiene.
2. Tips for helping your child stay healthy and well include:
 - Getting plenty of rest each night
 - Encouraging a varied healthy diet
 - Teaching your child the importance of handwashing

HEAD LICE

Parents/guardians of students who have head lice will be contacted. Students will be allowed to return to school after their hair/head has been treated. A proof of treatment will be necessary to show that the problem has been corrected. See additional information in the law below. Our schools have a “no-nits” policy and follows these procedures: If live lice or nits are found, the child will be referred to the school nurse. Parents must pick-up the child immediately. Parents must treat their child with an approved product on the list provided by the school nurse. In order for your child to return to school, parents must accompany their child to school to be checked for nits. Once all nits have been removed, your child may return to school. Most lice products require a second treatment and are scheduled to take place seven to ten days from the initial treatment. On the ninth day following the initial diagnosis, children will be checked.

House Bill No. 154, State of Mississippi - Section 1. If a student in any public elementary or secondary school has had head lice on three consecutive occasions during one school year while attending school, or if the parent of the student has been notified by school officials that the student has had head lice on three consecutive occasions in one school year, as determined by the school nurse, public health nurse or a physician, the principal or administrator shall notify the county health department of the recurring problem of head lice with that student. The county health department then shall instruct the child's parents or guardians on how to treat head lice. The county health department shall charge the child's parents or guardians a fee to recover its costs of providing treatment and counseling for the head lice. The school principal or administrator shall not allow the child to attend school until proof of treatment is obtained. Section 2. This act shall take effect and be in force from and after its passage.



SCHOOL RULES

In order to create a positive learning environment, ALL students are expected to follow our school-wide and classroom rules.

LES

1. Make good choices that show respect and responsibility.
2. Show others you care with your words and actions.
3. Keep hands, feet, mouth, and objects to yourself.
4. Observe quiet zones and use your inside voice.
5. Walk at all times.
6. Follow adult directives

LUES

1. Use kind words and actions
2. Keep hands, feet and objects to self
3. Walk at all times
4. Use quiet voices
5. Obey all adults

STUDENT CONDUCT AT SCHOOL

When children exhibit difficulty following classroom or school rules, our goals are to help children learn to be responsible for their actions and to make better choices. Children may be referred to the Principal's office and the Behavior Intervention Team for further guidance if the behavior(s) exhibited do not improve. Opportunities for behavior modification include:

- Conference with student
- Parent/Teacher Conference (phone call or meeting)
- Loss of participation in School Activities (activity time)
- Parent/Teacher/Principal Conference
- Corporal Punishment
- Suspension

The superintendent or principal of any school may suspend any pupil from school for good cause in accordance with rules and regulations of the Board of Trustees.



STUDENT CONDUCT ON SCHOOL BUS

The privilege of riding the bus carries with it some responsibilities on the part of the student and the student's parents/guardians. Drivers are expected to keep order and discipline on the bus, but their major responsibility has to be driving the bus. A student's failure to conform will result in his/her being subject to disciplinary action by the building principal or assistant principal. Therefore, students are expected to cooperate with the following regulations:

1. Students are to observe the same conduct on the bus as in the classroom.
2. Students are to obey all orders of the driver, show proper courtesy and respect to drivers and other students.
3. Students are to be seated immediately upon entering the bus and are to remain seated until they arrive at their destination and the bus comes to a full stop.
4. Students are not to touch the outside of the bus or to hang heads, arms, legs, bodies, or hands out the windows of the bus.
5. Loud talking and other noises are not permitted on the bus. The level of noise will be determined by the driver.
6. Students will board the bus and leave the bus and bus stop according to the instructions of the driver.
7. Students are not to throw objects while on the school bus.
8. Students must sit in seats assigned by the driver.
9. Students are asked to keep the bus clean.
10. Keep aisle clear of legs, arms, backpacks, band instruments, etc.
11. No beverages, chewing gum, or food may be consumed on the bus.
12. Students must wait until the bus comes to a complete stop before trying to enter or exit.
13. Students are not to play in the road while waiting for the bus.
14. All students who plan to ride a bus other than their regular bus must bring a note from his/her parents and be approved through the school office in order to ride a different bus.
15. Students are not allowed to bring items that are not related to the curriculum they are studying (e.g. candy, toys, games, etc.)

Under no circumstance should an upper elementary student get off the bus or change buses while loading or unloading at the middle or high school unless authorized to do so. Such unauthorized action will result in disciplinary action. This constitutes a major offense and the principal may apply the Lafayette County School Conduct Code

Minor Offenses

Examples of Minor offences include but not limited to: Inappropriate language, physical contact, defiance, littering, spitting, failure to be seated, throwing objects, eating/drinking on bus, etc.

Minor offenses office referrals will result as follows:

- 1st offense: Warning
- 2nd offense: Miss activities and or recess
- 3rd offense: Possible consecutive days of loss of activities and or recess
- 4th offense: Detention

5th offense: Suspension (may include multiple days)

**NOTE: 3 minor offenses become a MAJOR offense

Major Offenses

Major offenses include but are not limited to: abusive language, fighting, physical aggression, defiance/disrespect, bullying, having limbs out windows, refusal to obey, etc.

Major offense office referrals will result as follows:

1st offense: 2 days suspension

2nd offense: 3 days suspension

3rd offense: 5 or more days suspension

**New semester begins at last offense

The principal may by-pass any of the above steps and go to the more serious consequences if the offense committed by the student warrants such action.

Severe infractions involving drugs or weapons will require a hearing before the Discipline Review Committee. Penalties for all other infractions will be at the discretion of the principal or designee and may include removal from the bus for an extended period of time.

Under no circumstance will a student be allowed to ride any other bus while under a bus suspension.

CORPORAL PUNISHMENT

Corporal Punishment may be administered in the Lafayette County School System, as a disciplinary procedure for those infractions deemed appropriate. Failure of the student to accept said punishment shall result in an alternative punishment, which shall include but not be limited to a suspension and possibly a disciplinary hearing. Corporal punishment shall be administered by the principal or by certified staff and shall not be administered in front of a class of students. In every case, an adult witness shall be present. Corporal punishment may be administered to both sexes. **Parents who choose not to have their child disciplined by the use of corporal punishment must have a signed and dated form on record.**

SUSPENSION

A form listing the type of suspension and the number of days suspended in addition to a possible hearing will be given to the student when the student is suspended. It should be emphasized that when a student is suspended from school, he/she is not to return to school or be on school campus at any time for any reason until the suspension period is over; this includes all extra-curricular activities.

Student Suspension from school during an academic year because of infractions of the rules and regulations of the school system will be implemented by the following methods:

OUT-OF-SCHOOL SUSPENSION (OSS)

When an out-of-school suspension is issued, the suspended student may not return to school until the prescribed amount of suspended days has expired. A school suspension can range from one to ten days, depending on the violation in relation to the discipline code. **Note:** When given an out-of-school suspension, the suspended student's parent will be contacted in order for the student to be picked up from school. If the parent is unable to get the student or the school is unable to contact the parent, the suspended student will be placed in In-School Suspension for the remainder of the school day. This detention will not be counted as one of the suspended days.

EXPULSION

In accordance with school policy, state, and federal law, *any* student in violation of any policy whose consequence results in expulsion will have the expulsion implemented the day of the violation or the first school day that the student returns to school in the event that the violation occurs during an off-campus function. Students who have been expelled are not allowed on school campus at any time, nor may they attend any school-sponsored function or

extracurricular activity during the duration of the expulsion. The legal parents or guardians of an expelled student may appeal the expulsion to the school board.

The Law Acts of Unlawful Activity

As set forth in the Mississippi Code, Sections 97-37-17 and 37-11-29 any unlawful acts committed by students will be reported immediately to the proper law enforcement officials.

Unlawful activity is defined as:

1. Possession or use of a deadly weapon, as defined in Section 97-37-1, Mississippi Code.
2. Possession, sale or use of any controlled substance.
3. Aggravated assault, as defined in Section 97-3-7, Mississippi Code.
4. Simple assault, as defined in Section 97-3-7, Mississippi Code, upon any school employee.
5. Rape, as defined under Mississippi law.
6. Sexual battery, as defined under Mississippi law.
7. Murder, as defined under Mississippi law.
8. Violent act as defined in Section 43-21-605, Mississippi Code.
9. Any and all other acts that are considered a crime or violation of law as recorded in the Mississippi Code.

The following definitions will apply to any policy governing the Lafayette County School District:

Educational property is any building, school bus, school campus, school grounds, recreational area, athletic field, or any other property owned or used by the Lafayette County School District as well as any location or function described under school jurisdiction.

Student shall mean any person enrolled in the Lafayette County School District or a person who has been suspended or expelled within the last five years whether the person is an adult or a minor.

Switchblade knife shall mean a knife containing a blade or blades, which open automatically by release of a spring or similar contrivance.

1. By law it is a felony for any person to possess or carry, openly or concealed any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property.
2. By law it is a misdemeanor for any person to possess or carry, openly or concealed any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades, and any sharp-pointed or edged instrument except instructional supplies or food preparation tools.
3. Any and all objects construed and used as a weapon are forbidden.

PREVENTION OF SCHOOL VIOLENCE

Section 97-37-17, Mississippi Code of 1972, is amended as follows: 97-13-17

- (1) The following definitions apply to this section:
 - (a) "Educational property" shall mean any public or private school building or bus, public or private school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any local school board, school, college or university board of trustees, or directors for the administration of any public or private educational institution or during a school related activity; provided however, that the term "educational property" shall not include any sixteenth section school land or lieu land on which is not located a school building, school campus, recreational area or athletic field.
 - (b) "Student" shall mean a person enrolled in a public or private school, college or university, or a person who has been suspended or expelled within the last five (5) years from a public or private school, college or university, whether the person is an adult or a minor.
 - (c) "Switchblade knife" shall mean a knife containing a blade or blades which open automatically by the release of a spring or a similar contrivance.
 - (d) "Weapon" shall mean any device enumerated in subsection (2) or (4) of this section.
- (2) It shall be a felony for any person to possess or carry, whether openly or concealed any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful

- explosive on educational property. However, this subsection does not apply to a BB gun, air rifle or air pistol. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than Five Thousand Dollars (\$5,000), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.
- (3) It shall be a felony for any person to cause, encourage or aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property. However, this subsection does not apply to a BB gun, air rifle or air pistol. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than Five Thousand Dollars (\$5,000), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.
 - (4) It shall be a misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance on educational property. Any person violating this subsection shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than One Thousand Dollars (\$1,000.00), or be imprisoned not exceeding six (6) months, or both.
 - (5) It shall be a misdemeanor for any person to cause, encourage or aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade, knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving) and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance on educational property. Any person violating this subsection shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than One Thousand Dollars (\$1,000.00), or be imprisoned not exceeding six (6) months, or both.
 - (6) It shall not be a violation of this section for any person to possess or carry, whether openly or concealed any gun, rifle, pistol or other firearm of any kind on educational property if:
 - (a) The person is not a student attending school on the educational property;
 - (b) The firearm is within a motor vehicle; and
 - (c) The person does not brandish, exhibit or display the firearm in any careless, angry or threatening manner.
 - (7) This section shall not apply to:
 - (a) A weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the school authority;
 - (b) Armed forces personnel or the United States, officers and soldiers of the militia and National Guard, law enforcement personnel, any private police employed by an educational institution, State Militia or Emergency Management Corps and any guard or patrolman in a state or municipal institution, when acting in the discharge of their official duties;
 - (c) Home schools as defined in the compulsory school attendance law, Section 37-13-91, Mississippi Code of 1972;
 - (d) Competitors while participating in organized shooting events;
 - (e) Any person as authorized in Section 97-37-7 while in the performance of his official duties;
 - (f) Any mail carrier while in the performance of his official duties; or
 - (g) Any weapon not prescribed by Section 97-37-1 which is in a motor vehicle under the control of a parent, guardian or custodian, as defined in Section 43-21-105, which is used to bring or pick up a student at a school building, school property or school function.

CRIMESTOPPER PROGRAM

Crime within and on school properties is a reality. The Lafayette County School District has recognized the potential for criminal acts at school and has developed a Comprehensive Crisis Management Plan. This plan enables the school personnel to appropriately respond to the prevention, intervention, and postvention needs of its students, staff and community. As an extension of that effort, the school districts recognize the need for timely reporting of crime within its jurisdiction. Consequently, the districts have secured the access and use of the Lafayette County Crimestopper Program to assist in deterring crime and violence among youth and teenagers.

The Crimestopper Program has proven successful for many years as a community crime reporting, crime solving instrument. In collaboration with local police, and the Crimestopper Program, the Lafayette County School District will promote reporting of crime by students and staff through the Crimestopper Telephone Reporting Program. In so doing, the District is providing for the anonymity of the reporting individual and is further providing a means of timely reporting of crime at school.

This action is not a reactive response to an immediate threat. Rather, it is an effort to maintain the safe learning environment of the school districts and promote good citizenship on the part of its students and staff. Students, when given a sense of ownership within their school environment, will generally respond in a positive manner. The school district will follow the procedural operations of the Crimestoppers Program with some modification to focus on reporting crimes at school. The Crimestoppers number is 234-8477.

CONNECTIONS If you hear of a situation that could put your school's safety at risk call 1-888-827-4637. No one will ask for you name or location. You may receive a cash reward of up to \$1, 000.

RESPONSIBILITY OF PARENTS

Any parent, guardian or custodian who shall knowingly suffer or permit any child under the age of eighteen (18) years to have or to own, or to carry concealed, in whole or in part, any weapon the carrying of which concealed is prohibited, shall be guilty of a misdemeanor, and, on conviction, shall be fined not more than One Thousand Dollars (\$1,000.00) and shall be imprisoned not more than six (6) months in the county jail. The provisions of this section shall not apply to a minor who is exempt from the provisions of Section 97-37-14. Mississippi Code - Section 97-37-15

As set forth in the Mississippi Code, Section 37-11-53 the following regulations shall apply to students enrolled in the Lafayette County School District:

1. The parent, guardian or custodian of the compulsory school age child in the Lafayette County School District shall be responsible financially for his or her minor child's destructive acts against school property or persons;
2. The parent, guardian or custodian of a compulsory-school-age child enrolled in the Lafayette County School District may be requested to appear at school by an appropriate school official for a conference regarding acts of the child;
3. The parent, guardian or custodian of a compulsory-school-age child enrolled in the Lafayette County School District who has been summoned by proper notification by an appropriate school official shall be required under this provision to attend such discipline conference specified in #2; and
4. A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible for any criminal fines brought against such student for unlawful activity as defined in Mississippi Code Section 37-11-29 occurring on school grounds.
5. Any parent, guardian or custodian of a compulsory-school-age child who refuses or willfully fails to perform any of the duties imposed upon him or her under the provisions of Section 37-11-29, Mississippi Code shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed \$3,500.00.
6. The Lafayette County School District is entitled to recover damages in an amount not to exceed \$20,000.00, plus necessary court costs, from the parents of any minor under the age of 18 and over the age of 6 who maliciously and willfully damages or destroys property belonging to this school district.

CHARACTER EDUCATION

Character Education

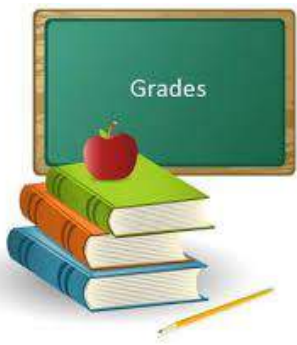
A very important goal here at LES & LUES is to create an environment of mutual respect, caring, and kindness. These traits are fundamental to good citizenship and academic achievement. To accomplish this goal, we have established school-wide rules and a plan for character education.

INTEGRITY TIME is a character-building education program. We encourage parents to talk about the integrity words with your child so they will understand that integrity is what we practice at home, school, or wherever we are. Please refer to the table below for specific traits addressed each week. Notice that the words coincide with the alphabet. In order to encourage our students in good behavior and academic excellence,

CHARACTER EDUCATION EMPHASIS LES	
<u>SEPTEMBER:</u> Attitude Behavior Cooperation Determination	<u>JANUARY</u> Manners Nature/consistency Optimism
<u>OCTOBER</u> Enthusiasm “Being” Fair Generous Helpful	<u>February</u> Peaceful Quality Respectful Serving
<u>NOVEMBER</u> Integrity Joyful Kindness Loving	<u>MARCH</u> Teachable Understanding Very/best
<u>DECEMBER</u> Review “A through L” Integrity Words	<u>APRIL</u> Willing X-ray/examine my life Yes/to what is right and good Zeal
	<u>MAY</u> Review “M through Z” integrity Words

LUES

August - Positive Attitude
 September - Respect
 October - Responsibility
 November - Self-Discipline
 January - Relationships
 February - Personal Goals
 March - Citizenship
 April - Conflict Resolution



GRADING

Frequent assessment of student progress is an essential tool for providing quality instruction. Teachers use weekly assessments to guide instruction as well as to plan for remediation and enrichment for each child. In addition to weekly assessments, cumulative benchmark/skills assessments are also given every nine-week period.

REPORT CARDS: Report cards are issued at the end of each nine week period. Parents are encouraged to call on the teacher or principal if they have questions about their child's grades. Teachers in grades K-5th will use numerical grades on report cards. All final grades in May may be picked up at a date to be announced at a later date.

Grades S (satisfactory) and U (unsatisfactory) will be used for handwriting, art, music, physical education, and conduct.

90 - 100	A
80 - 89	B
70 - 79	C
65 - 69	D
Below 65	F

<u>Period</u>	<u>Starting Dates</u>	<u>Ending Dates</u>	<u>Report Cards Issued</u>
1	Aug. 5	Oct. 6	Oct. 13
2	Oct. 11	Dec. 20	Jan. 12
3	Jan. 5	Mar. 10	Mar. 23
4	Mar. 20	May 22	May 24

PROGRESS REPORTS

Progress reports will be sent home for all students in the middle of each grading period. Progress Reports will be given on the following dates:

1. Sept. 8
2. Nov. 10
3. Feb. 9
4. Apr. 20

The semester average is determined by averaging the two nine week averages of that semester. The yearly average is determined by averaging the two semester averages. This will be consistent throughout the school.

Achievements (Applies to LUES only): Students earning all A's during a grading period will be on the Principal's List. Students earning a B or above in each subject will be on the Honor Roll.

Parent Conferences: If the parent wishes to talk with the teacher about their child, a conference should be scheduled. Parents may not conference with teachers while students are present in the classroom. The parent must contact their child's teacher or call the school office at 236-3761 to schedule a conference.

Homework: Parents are asked to monitor student's homework. Please check the School Agenda or homework folder (LES) for planning, assignments, and correspondence with the teacher.

Reading: Parents are encouraged to read to and with his/her child. One cannot learn to read without reading. It is suggested that all students should read 20 to 30 minutes at home daily, so please help to make reading a meaningful part of your child's activities.

Textbooks: Free state-owned textbooks are furnished to each student. Mississippi State law requires that teachers collect for damages to a book and for the loss of books.

Equal Educational Opportunities: Every pupil of the district will have equal educational opportunities regardless of race, creed, color, sex, handicap, religion, or marital status.

Promotion and Retention

All students must pass Reading, Language Arts, and Math to be promoted. Occasionally, a child with passing or borderline grades may be retained due to lack of maturity or mastery of specific skills. In this case, the decision to promote or retain a child will be made jointly by the parent, teacher, and Principal.

Beginning in the 2014-2015 school year, a student scoring at the lowest achievement level in reading on the established state assessment for 3rd grade will not be promoted to 4th grade unless the student meets the good cause exemptions for promotion.

Literacy Based Promotion In compliance with the "Literacy Based Promotion Act," it is the intent of this school district to improve the reading skills of Kindergarten, First, Second or Third Grade students so that every student completing the Third Grade is able to read at or above grade level. Each Kindergarten through Third Grade student's progression is determined, in part, upon the student's proficiency in reading; the policies of local school boards facilitate this proficiency; and each student and the student's parent or legal guardian is informed of the student's academic progress.

Intensive Reading Instruction and Intervention Each student who exhibits a substantial deficiency in reading at any time, as demonstrated through performance on a reading screener approved or developed by the State Department of Education or through locally determined assessments and teacher observations conducted in Kindergarten and Grades 1 through 3 or through statewide end-of-year assessments or approved alternate yearly assessments in Grade 3, shall be given intensive reading instruction and intervention immediately following the identification of the reading deficiency.

The universal reading screener or locally determined reading assessment may be given in the first thirty (30) days of the school year and repeated if indicated at midyear and at the end of the school year to determine student progression in reading in Kindergarten through Third Grade. If it is determined that the student continues to have a reading deficiency, the student shall be provided with continued intensive reading instruction and intervention by the school district until the reading deficiency is remedied. A student exhibiting continued reading deficiency with continued intensive interventions should be considered for exceptional criteria evaluation.

A Kindergarten, First, Second or Third Grade student identified with a deficiency in reading shall be provided intensive interventions in reading to improve the student's specific reading deficiency, as identified by a valid and reliable diagnostic assessment. The intensive intervention shall include effective instructional strategies, and appropriate teaching methodologies necessary to assist the student in becoming a successful reader, able to read at or above grade level, and ready for promotion to the next grade. A Kindergarten, First, Second or Third Grade student identified with a reading deficiency or not promoted may be placed in a transition class.

Parent Notification of Reading Deficiency Immediately upon the determination of a reading deficiency, and subsequently with each quarterly progress report until the deficiency is remediated, the parent or legal guardian of a Kindergarten or First, Second or Third Grade student who exhibits a substantial deficiency in reading shall be notified in writing by the student's teacher of the following:

1. That the student has been identified as having a substantial deficiency in reading
2. A description of the services that the school district currently is providing to the student
3. A description of the proposed supplemental instructional services and supports that are designed to remediate the identified area of reading deficiency which the school district plans to provide the student
4. That if the student's reading deficiency is not remediated before the end of the student's Third Grade year, the student will not be promoted to Fourth Grade unless a good cause exemption specified below is met
5. Strategies for parents and guardians to use in helping the student to succeed in reading proficiency
6. That while the state annual accountability assessment for reading in Third Grade is the initial determinant, it is not the sole determiner of promotion and that approved alternative standardized assessments are available to assist the school district in knowing when a child is reading at or above grade level and ready for promotion to the next grade.

Social Promotion Prohibited In compliance with the "Literacy-Based Promotion Act," social promotion is prohibited in this school district. A student may not be assigned a grade level based solely on the student's age or any other factors that constitute social promotion. Beginning in the 2014-2015 school year, if a student's reading deficiency is not remedied by the end of the student's Third Grade year, as demonstrated by the student scoring at the lowest achievement level in reading on the state annual accountability assessment or on an approved alternative standardized assessment for Third Grade, the student shall not be promoted to Fourth Grade.

Good Cause Promotion A Third Grade student who does not meet the academic requirements for promotion to the Fourth Grade may be promoted by the school district only for good cause. Good cause exemptions for promotion are limited to the following students:

1. Limited English proficient students who have had less than two (2) years of instruction in an English Language Learner program
2. Students with disabilities whose individual education plan (IEP) indicates that participation in the statewide accountability assessment program is not appropriate, as authorized under state law
3. Students with a disability who participate in the state annual accountability assessment and who have an IEP or a Section 504 plan that reflects that the individual student has received intensive remediation in reading for more than two (2) years but still demonstrates a deficiency in reading and previously was retained in Kindergarten or First, Second or Third Grade
4. Students who demonstrate an acceptable level of reading proficiency on an alternative standardized assessment approved by the State Board of Education
5. Students who have received intensive intervention in reading for two (2) or more years but still demonstrate a deficiency in reading and who previously were retained in Kindergarten or First, Second or Third Grade for a total of two (2) years and have not met exceptional education criteria. A student who is promoted to Fourth Grade with a good cause exemption shall be provided intensive reading instruction and intervention informed by specialized diagnostic information and delivered through specific reading strategies to meet the needs of each student so promoted. This school district shall assist schools and teachers in implementing reading strategies that research has shown to be successful in improving reading among students with persistent reading difficulties.

Good Cause Request A request for good cause exemptions for a Third Grade student from the academic requirements established for promotion to Fourth Grade shall be made consistent with the following:

1. Documentation shall be submitted from the student's teacher to the school principal which indicates that the promotion of the student is appropriate and is based upon the student's record. The documentation shall consist of the good cause exemption being requested and shall clearly prove that the student is covered by one (1) of the good cause exemptions listed above.
2. The principal shall review and discuss the recommendations with the teacher and parents and make a determination as to whether or not the student should be promoted based on requirements set forth by law. If the principal determines that the student should be promoted, based on the documentation provided, the principal shall make the recommendation in writing to the school district superintendent, who, in writing, may accept or reject the principal's recommendation.

The parents of any student promoted may choose that the student be retained for one (1) year, even if the principal and district superintendent determines otherwise.

Retained Third Grade Students Beginning in the 2014-2015 school year, this school district shall take the following actions for retained Third Grade students:

1. Provide Third Grade students who are not promoted with intensive instructional services, progress monitoring measures, and supports to remediate the identified areas of reading deficiency, including a minimum of ninety (90) minutes during regular school hours of daily, scientifically research-based reading instruction that includes phonemic awareness, phonics, fluency, vocabulary and comprehension, and other strategies prescribed by the school district, which may include, but are not limited to:

- Small group instruction
- Reduced teacher - student ratios
- Tutoring in scientifically research-based reading services in addition to the regular school day
- The option of transition classes
- Extended school day, week or year
- Summer reading camps.

2. Third-grade performance data, particularly related to student growth in reading, above-satisfactory performance appraisals, and/or specific training relevant to literacy.

Grade students who are retained shall be provided with a high-performing teacher, as determined by student

Parent Notification of Third Grade Retention Written notification shall be provided the parent or legal guardian of any Third Grade student who is retained that the student has not met the proficiency level required for promotion and the reasons the student is not eligible for a good cause exemption.

The notification shall include a description of proposed interventions and supports that will be provided to the child to remediate the identified areas of reading deficiency. This notification shall be provided to the parent or legal guardian in writing, in a format adopted by the State Board of Education in addition to report cards given by the teacher.

Parents and legal guardians of Third Grade students shall be provided with a "Read at Home" plan outlined in a parental contract, including participation in regular parent-guided home reading.

Intensive Acceleration This district may provide, where applicable, an intensive acceleration class for any student retained in Grade 3 who was previously retained in Kindergarten or Grades 1 through 3. The focus of the intensive acceleration class should be to increase a student's reading level at least two (2) grade levels in one (1) school year. The intensive acceleration class will provide reading instruction and intervention for the majority of student contact each day and incorporate opportunities to master the Grade 4 state standards in other core academic areas.

Annual Report Within thirty (30) days of final State Board of Education approval of state accountability results, the school board of this school district shall publish, in a newspaper having a general circulation within the school district, and report to the State Board of Education and the Mississippi Reading Panel the following information relating to the preceding school year:

Student progression and the school district's policies and procedures on student retention and promotion;

1. By grade, the number and percentage of all students performing at each level of competency on the reading and math portion of the annual state accountability system and the number and percentage of students given an approved alternative standardized reading assessment and the percentage of these students performing at each competency level on said alternative standardized assessment;
2. By grade, the number and percentage of all students retained in Kindergarten through Grade 8;
3. Information on the total number and percentage of students who were promoted for good cause, by each category of good cause described by law; and
4. Any revisions to the school board's policy on student retention and promotion from the prior school year.

Provisions required by the Literacy Promotion Act shall be provided as an addition to the district's published handbook of policy for employees and students beginning in school year 2013-2014.

The superintendent or designee shall establish procedures to support this policy. LEGAL REF.: MS CODE – Literacy Based Promotion Act, 2013

Promotion Standards for Student with Disabilities.

Grading

Students with disabilities who have a current eligibility in special education and a current individual education plan (IEP) on file will receive grades fairly reflecting the student's achievement on the instructional level on which he/she is functioning. The procedure used for reporting grades will be such that everyone involved in reporting and using these grades will clearly understand that a high grade does not necessarily mean that a disability no longer exists. A high grade should accurately reflect that, based on what is expected of a student with a given ability, he/she is performing well. Students with an IEP will be given a grade based on mastery of specific objectives as outlined on the IEP. Students with disabilities who attend regular education classes will be graded on the Lafayette County Schools' grading scale. If a student with disabilities attends a regular education class, the regular education teacher will assign the grade for that class. If the student attends a resource class, the special education teacher will assign the grade for that class. The special education teacher will work jointly in designing a program and grading a student with disabilities. A student with disabilities may need adaptations or modifications in the classroom or curriculum so that he/she might be successful. If the student is in a regular program he/she may need assistance from a special education teacher to be successful. The regular education and special education teachers must work cooperatively to meet the needs of the student.

INTERVENTION POLICY

MDE shall require an instructional model designed to meet the needs of every student. The model shall consist of three tiers of instruction.

- Tier 1 Quality classroom instruction based on MS Curriculum Frameworks
- Tier 2 Focused supplemental instruction
- Tier 3 Intensive interventions specifically designed to meet the individual needs of students

Teachers should use progress monitoring information to (a) determine if students are making adequate progress, (b) identify students as soon as they begin to fall behind, and (c) modify instruction early enough to ensure each and every student gains essential skills. Monitoring of student progress is an ongoing process that may be measured through informal classroom assessment, benchmark assessment instruments and large-scale assessments.

If strategies at Tiers 1 & 2 are unsuccessful, students must be referred to the Teacher Support Team. The TST is the problem-solving unit responsible for interventions developed at Tier 3. Each school must have a Teacher Support Team (TST) implemented in accordance with the process developed by the Mississippi Department of Education. The chairperson of the TST shall be the school principal as the school's instructional leader or the principal's designee. The designee may not be an individual whose primary responsibility is special education. Interventions will be: designed to address the deficit areas; research based; implemented as designed by the TST; supported by data regarding the effectiveness of interventions. In addition to failure to make adequate progress following Tiers 1 & 2, students will be referred to the TST for interventions as specified in guidelines developed by MDE if any of the following events occur.

- A. Grades 1-3: A student has failed one (1) grade;
- B. Grades 4-12: A student has failed two (2) grades, OR
- C. A student failed either of the preceding two grades and has been suspended or expelled for more than twenty (20) days in the current school year.

Referrals to the Teacher Support Team must be made within the first twenty (20) school days of a school year if the student failed the preceding year resulting in a referral as stated above.

SECTION 504 -- AMERICANS WITH DISABILITIES ACT – NONDISCRIMINATION

The Lafayette County School District will not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities to the extent provided by law.

The following person has been designated as the Section 504 /Americans with Disabilities Act Coordinator and will handle inquiries regarding the Lafayette County School District's nondiscrimination policies, the filing of grievances, and requests for copies of grievance procedures covering discrimination on the basis of disability.

Name of Coordinator, Section 504/ADA Tiffany Babb
School District Name: Lafayette County School District
School District Address: 100 Commodore Dr, Oxford, MS 38655
Telephone: 662.232.2879 Fax: 662.234.5128

LEGAL REF.: Section 504 of the Rehabilitation Act of 1973/Americans with Disabilities Act

SECTION 504 -- AMERICANS WITH DISABILITIES ACT PROCEDURES (EMPLOYEES AND SCHOOL VISITORS)

Any person who believes that he/she or any class of individuals have been subjected to discrimination by the Lafayette County School District as prohibited by Section 504 of the Rehabilitation Act of 1973 or the Americans With Disabilities Act may file a complaint pursuant to the procedures set forth below, on his/her own behalf, or on behalf of another person or on behalf of persons with disabilities as a class. All persons are encouraged to file grievances to resolve any disputes arising under these laws. Your filing a complaint will not subject you to any form of adverse action, reprimand, and retaliation or otherwise negative treatment by school district personnel.

1. Within ten (10) days of when a complainant knew or should have known of discriminatory conduct, a complaint shall be given in writing to the Section 504/ADA Coordinator. The complaint shall describe specifically the time, place and nature of, and the participants in the alleged discriminatory acts. The Section 504/ADA Coordinator shall, within ten (10) days of receipt of the complaint, conduct or cause to be conducted a thorough investigation including questioning of all parties involved in the complaint. A written record shall be made of the statements by all parties involved. After the investigation is complete, the Section 504/ADA Coordinator shall meet with the complaining party and give a full report of the findings.
2. If the grievance or complaint is not satisfactorily resolved at Step 1, the complainant shall have ten (10) days to appeal the Step 1 findings to the Superintendent. The complainant shall present the complaint in writing, describing the reasons for his/her dissatisfaction with the results of Step 1. The Superintendent or his/her designee shall review all aspects of the complaint and complete an additional investigation if necessary. The Superintendent shall respond to the complainant in writing within ten (10) days of receipt of the written appeal.
3. If the complainant is not satisfied with the results of Step 2, the complaining party shall have fifteen (15) days from receipt of the Superintendent's decision to appeal the complaint to the school board. The appeal shall be in writing, describing the reasons for complainant's dissatisfaction with the results of Steps 1 and 2. The complainant shall have the opportunity to present an oral statement to the board before the board makes its decision. The board's decision shall be rendered within fifteen (15) days after receipt of the appeal.

LEGAL REF.: Section 504 of the Rehabilitation Act of 1973/Americans with Disabilities Act

***3rd Graders who do not pass the MKAS assessment in reading will not be promoted to 4th grade even though they may have passing grades for the end of the year on their report card unless they meet one of the Good Cause Exemptions.**

POLICIES-PROCEDURES-RULES

The day-to-day activities at Lafayette Elementary Schools are governed by policies and procedures, which have been created to provide a climate that is conducive to a safe, clean, and fair education. Every effort has been made to make these policies all-inclusive; however, in the future if it is necessary, additional policies will be announced and enforced.

DISTRICT POLICIES

Equal Opportunity Employment

The district will not discriminate in its operation on the basis of race, color, creed, national origin, sex, marital status, age, religion or lack thereof, or handicapping conditions, in accordance with federal and state laws, and with accreditation standards.

The Lafayette County School District will provide reasonable accommodations to qualified disabled persons. Persons wishing to apply for this service may contact the principal at the school or apply directly to Lafayette County Schools, ADA/504 Coordinator.

The following person has been designated as the Section 504/Americans with Disabilities Act Coordinator: Inquiries regarding nondiscrimination policies or requests for accommodations may be forwarded to the Director of Special Education.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that **Lafayette County School District**, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, **Lafayette County School District** may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the **Lafayette County School District** to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies receiving assistance under the *Elementary and Secondary Education Act of 1965* to provide military recruiters, upon request, with three directory information categories-names, addresses and telephone listings-unless parents have advised the Lafayette County School District that they do not want their student's information disclosed without their prior written consent. ¹

**Annual Parent Notice
Right to Request Teacher Qualifications**

Our school receives federal funds for Title I programs that are part of the *Elementary and Secondary Education Act of 1965 (ESEA)*, as amended by the *No Child Left Behind Act of 2001 (NCLB)*. Throughout the school year, we will continue to provide you with important information about this law and your child's education.

We are very proud of our teachers and feel they are ready for the coming school year and we are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA/NCLB. Under these

¹ These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

regulations, you have the right to request information regarding the professional qualifications of your child's classroom teacher(s) or paraprofessional(s). If you request this information, the district or school will provide you with the following as soon as possible:

- a. if the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
- b. if state licensing requirements have been waived for the teacher on a temporary basis;
- c. the type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and
- d. if your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you would like to request this information or if you have any questions about your child's assignment to a teacher or paraprofessional, please contact your child's school

The school district does not discriminate on the basis of race, color, national origin, sex, age, or disability in matters affecting employment or in providing access to programs and services and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries and complaints regarding nondiscrimination policies and to coordinate compliance efforts:

Name: Calvin Worthem

Title: Director of Human Resources

Address: 100 Commodore Drive, Oxford, MS 38655

Telephone: 662-234-3271

Inquiries or complaints may also be directed to the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue S.W., Washington D.C. 20202, or by calling (800) 421-3481 or (877) 521-2172 (TTY).

Lafayette County School District Notice of School wide Title I Program Eligibility 2016 -2017 School Year

We have been notified that our school qualifies to receive federal funds under the No Child Left Behind Act of 2001, Title I, Part A, for the above indicated school year.

Our school is eligible for the following:

School wide Title I Program: Schools may consolidate and use funds under Title I, together with other federal, state, and local funds, in order to upgrade the entire educational program in schools in which not less than 40% of the children enrolled are from low-income families.

We look forward to your involvement in school activities and your child's education. You will receive notices and information throughout the school year to keep you informed about the progress of your child and the status of the school in making progress toward helping all children meet high academic standards. We also look forward to your attendance at school meetings when we will discuss the development, revision, and implementation of our School wide Program Plan.

You are an important partner in our effort to provide the best education possible for your child. Please call the school if you have any questions or would like additional information.

Dyslexia Screening It is the policy of this district to comply with all requirements of the dyslexia legislation provided in the Mississippi Code of 1972 Annotated, Section 37-173-15. Therefore, this district will ensure that students will receive dyslexia screening in the spring of Kindergarten and the Fall of Grade 1. The component of the screening must include:

- Phonological awareness and phonemic awareness
- Sound symbol recognition

- Alphabet knowledge
- Decoding skills
- Encoding skills
- Rapid naming

If a student fails the screener, the parent or legal guardian will be notified of the results of the screener. Subsequent dyslexia evaluations may be administered by licensed professionals, including: psychologists, licensed under Chapter 31, Title 73, Mississippi Code of 1972; Psychometrists licensed by the Mississippi Department of Education; or Speech Language Pathologists, licensed under licensed under Chapter 38, Title 73, Mississippi Code of 1972.

If a student fails the screener, the school district, in its discretion, may perform a comprehensive dyslexia evaluation; such evaluation must be administered by any of the licensed professionals identified under paragraph (b) of this subsection.

If a parent or legal guardian of a student who fails the dyslexia screener exercises the option to have a subsequent evaluation performed, such evaluation shall be administered by any of the licensed professionals identified above. The resulting diagnosis of the subsequent evaluation shall be accepted by the school district for purposes of determining eligibility for placement within a dyslexia therapy program within the current school or to receive a Mississippi Dyslexia Therapy Scholarship for placement in a dyslexia program in another public school or nonpublic special purpose school.

GIFTED EDUCATION Lafayette County Schools recognizes that there are many gifted students in the school district who cannot have their educational needs satisfactorily met entirely through the regular education program. We are committed to the identification of all gifted students in the district and to the provision of appropriate gifted services to those students. Our gifted program, which provides services for intellectually and creatively gifted students, complies with the Gifted Education Program Standards* (2004) and the Regulations for the Gifted Education Program* (2006) as approved by the Mississippi State Board of Education. The following statements are also approved by the school board:

1. Blanket screening shall be administered to first grade students.
2. Referrals for the gifted program are accepted from multiple sources: teacher, parent, self, peer, or anyone else having reason to believe the student may be gifted.

The Lafayette County School Board supports this policy concerning Gifted Education and considers it an integral part of the district’s overall educational offerings.

STUDENT DISCRIMINATION/HARASSMENT/BULLYING
STUDENT COMPLAINTS OF BULLYING OR HARASSING BEHAVIOR

Students and employees in the Lafayette County School District are protected from bullying or harassing behavior by other students or employees. It is the intent of the Board and the administration to maintain an environment free from bullying and harassing behavior. This complaint procedure provides a process for filing, processing and resolving complaints of such conduct. Adherence to these procedures is mandatory. The failure of any person to follow these procedures will constitute a waiver of the right to pursue a complaint at any level, including review by the Board.

I. Definitions

Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of

harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

II. Procedures for Processing a Complaint

Any student, school employee or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor or other school official. The report shall be made promptly but no later than five (5) calendar days after the alleged act or acts occurred. The school official shall complete a "Bullying/Harassing Behavior" complaint form which shall include the name of the reporting person, the specific nature and date of the misconduct, the names of the victim of the misconduct, the names of any witnesses and any other information that would assist in the investigation of the complaint. The report shall be given promptly to the principal or superintendent who shall institute an immediate investigation. Complaints against the principal shall be made to the superintendent and complaints against the superintendent shall be made to the Board chairman.

The complaint shall be investigated promptly. Parents will be notified of the nature of any complaint involving their student. The District official will arrange such meetings as may be necessary with all concerned parties within five (5) working days after initial receipt of the complaint by the District. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The District official conducting the investigation shall notify the victim and parents as appropriate when the investigation is completed and a decision regarding disciplinary action, as warranted, is determined.

If the victim is not satisfied with the decision of the District official, he/she may submit a written appeal to the superintendent. Such appeal shall be filed within ten (10) working days after receipt of the results of the initial decision. The superintendent will arrange such meetings with the victim and other affected parties as deemed necessary to discuss the appeal. The superintendent shall provide a written decision to the victim's appeal within ten (10) working days.

If the victim is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board. Such appeal shall be filed within ten (10) working days after receipt of the decision of the superintendent. The Board shall, within twenty (20) working days, allow the victim and parents as appropriate to appear before the Board to present reasons for dissatisfaction with the decision of the superintendent. The Board shall provide a written decision within ten (10) working days following the victim's appearance before the Board.

SCREENING FOR VISION AND HEARING PROBLEMS

□Speech, Language Screening, Voice and Fluency Disorders

This school district ensures that students will be screened for articulation, language, voice, and fluency disorders before the end of **Grade 1**.

1. If a student fails the screener, the parent or legal guardian will be notified of the results of the screener.
2. If a student fails the screener, the school district, in its discretion, may perform a comprehensive speech-language evaluation

If a parent or a legal guardian of a student who fails the speech-language screener exercises the option to have a subsequent evaluation performed, such evaluation shall be administered by a 215 endorsed speech-language pathologist. The subsequent evaluation obtained by the parents shall be considered by the school district for

eligibility in the area of speech-language in accordance with the procedures mandated by the federal Individuals with Disabilities Education Act (IDEA) for a placement in a speech-language program within the current school or to apply for a Mississippi speech- language therapy scholarship for placement in a speech-language program in a nonpublic special purpose school.

A parent or legal guardian may provide written notification to the local school district opting out of the mandatory screening provided by the district. The provisions of this section shall not apply to homeschooled students.

TOBACCO/SMOKING

Consistent with the provisions of Public Law 103-227, 20 USC 6083, the Lafayette County Board of Education bans the use of all tobacco products on the Lafayette County School District campus and buildings and on all school vehicles by all persons at all times. Students are not allowed to use or possess tobacco in ANY form during school hours, on the school grounds prior to the opening and closing of a school day, while riding on a school bus, and during any function/location which falls under the heading of school jurisdiction. Possession of tobacco paraphernalia (ex: matches, lighter) is also a punishable act.

ALCOHOL AND DRUGS

It is prohibited and against school policy for any student to be found using or in possession of any alcoholic beverage or illegal drugs on a school bus, school property, or any function/location which falls under the heading of school jurisdiction. It is also prohibited for any student to come onto the school campus, come onto a school bus, or come into any extracurricular activity or any function/location which falls under the heading of school jurisdiction after having used alcohol, herbal substance or illegal drugs.

This policy also prohibits the use of any substance “with the intent of inducing intoxication, excitement, or stupefaction of the central nervous system and the abuse of any lawful substance (including but not limited to glue, cough syrup, over the counter medication, Spice {or similar substance}, inhalants, etc.)

DANGEROUS OBJECTS, WEAPONS, ETC

It is the strict policy of the Lafayette County School Board that no student shall bring on the school grounds during school functions or athletic events any weapons or objects, the design of which could inflict bodily harm, pain or injury to another student. This includes, but is not limited to the following:

1. Knives, including any object sharpened or cut to a point, of any kind and nature whatsoever, whether homemade or manufactured
2. Guns, including pistols, rifles, shotguns, of any kind and nature whatsoever, whether homemade or manufactured
3. Razors, including objects containing razor blades, of any kind and nature whatsoever, whether homemade or manufactured
4. Brass or metallic knuckles, or other devices used to wrap around or inside the hand, of any kind and nature whatsoever, whether homemade or manufactured
5. Any object or device made of wood, steel, iron or other material that could be used as a club slapjack or blackjack of any kind and nature whatsoever, whether homemade or manufactured
6. Chains or devices containing any material tied, woven, welded or pieced together, of any kind and nature whatsoever, whether homemade or manufactured
7. Any explosive material such as fireworks, ammunition, black powder, dynamite caps, of any kind and nature whatsoever, whether homemade or manufactured
8. Any tear gas, nausea gas or other chemical substance such as mace, including acids and inflammable substances of any kind and nature whatsoever, whether homemade or manufactured
9. Any other object or device of any kind and nature whatsoever, whether homemade or manufactured, exclusive of unaltered materials used or required for everyday school purposes in the classroom, that could reasonably be expected to inflict bodily pain or damage to school property.

Any student found in possession of such articles, objects or devices, or who is found to have brought such articles, devices or objects on the school ground during school hours, school functions, athletic events, or any location/function which falls under the heading of school jurisdiction shall be immediately brought before the principal for a hearing and/or explanation.

IMPORTANT NOTE: These rules shall be applied and enforced in the strictest sense; therefore, any student who has any doubt whatsoever about any object, device or article in his/her possession as to possible violation should get an interpretation from the principal immediately and let said principal keep the particular object during school hours until it can be removed from the school property.

PHYSICAL OR VERBAL ABUSE

It is the policy of the Lafayette County School Board that each student will respect the person and feelings of all students, teachers, and any employees of the school district and that violence and abuse, physical or verbal, of any kind whatsoever toward each other will not be tolerated. This abuse includes, but is not limited to, fights, physical altercations, struggles, and assaults defined in the student code of conduct as well as provoking a fight, hitting and/or throwing at another person with any object including any part of the body. Abuse also includes any and all profanity, threats and refusal to follow proper instructions or legitimate requests of faculty or staff by disrespectful words or actions.

Note: Students are reminded that any student, who makes a threat against a staff member or any member of the student body, either directly or indirectly, will be subject to the consequences outlined in the discipline code. **All threats will be taken seriously.** Students are to understand that at no time and under no circumstances are threats to be made in either an oral or written form.

Procedure for Contact with Students for Law Enforcement

It will be a matter of procedure for principals to attempt to inform parents of students whom law enforcement official's request to interview that said contact by law enforcement officials is occurring. This policy does not mean that principals will interfere with law enforcement procedures, especially in the case of warrants for arrest, but is only a notification procedure.

Insurance Coverage

The Lafayette County School District does not have insurance that covers student accidents or injuries in any area of the schools or school sponsored activities: playground/break areas, school bus, athletic practice or events, or the classroom.

Limited English Proficiency Instruction

The Lafayette County School District will provide a program of language instruction to students who have limited English proficiency. Student participation in any language instruction program or instruction in English as a second language is voluntary and requires written parental permission.

However, the testing of ELL students using the WIDA-ACCESS does not require parent permission and is required by the state and federal government.

IDENTIFICATION

Students who meet any one or more of the following criteria shall be identified as being limited in English proficiency. A student who:

1. was not born in the United States or whose native language is a language other than English and comes from an environment where a language other than English is dominant; or
2. is a Native American or Alaskan Native or who is a native resident of the outlying areas and comes from an environment where a language other than English has had a significant impact on the student's level of English language proficiency; or
3. is migratory and whose native language is other than English and comes from an environment where a language other than English is dominant; and
4. who has sufficient difficulty speaking, reading, writing, or understanding the English language and whose difficulties may

deny such individual the opportunity to learn successfully in classrooms where the language of instruction is English or to participate fully in our society.

REQUIREMENTS

If this district receives federal funding for Limited English Proficient (LEP) Programs, the following will be provided:

1. Parents will be notified of their student's placement in a language program and their options associated with that placement. Notification will include the reasons for identifying the child as LEP and the reasons for placing the child in the specified program.
2. Students will participate in regular assessments in a manner that will yield an accurate assessment. Test waivers may be granted on a case-by-case bases for LEP students who demonstrate unusual and unique circumstances; however, students who have been educated in the United States for three years are required to participate in reading/language arts assessment in English.
3. Certification that teachers in the program are fluent in English as well as other languages used in instruction (if the district receives sub grants).
4. Evaluation of the program and the academic success and language achievement of the students in the program. Parents will be notified of:
 - a. Their child's level of English proficiency and how such a level was assessed.
 - b. The status of their child's academic achievement.
 - c. The method of instruction used in the program in which the child is placed, and the methods of instruction used in other available programs.
 - d. Information as to how the program will meet their child's educational strengths assist him/her to learn English, and meet age-appropriate academic achievement standards.
 - e. Exit requirements for the program.
 - f. If the child has a disability, a statement as to how the LEP will meet the objectives of the child's IEP.

Consequences of inadequate yearly progress include notification of parents; development of improvement plans, and restructuring of programs or the district will lose federal funds. For non-English speaking parents, the district will arrange to provide translations of this information in their native language.

LEGAL REF: P. L. 107-110 (No Child Left Behind Act of 2001)

Lafayette County School District ELL Procedures

Identification

The Home Language Survey will be completed at the time of school enrollment, and this will identify ELL students for ELL Program Services. Students determined on this survey to be in need of ELL services will be assessed for placement in the ELL Program.

Assessment

ELL students will be tested for English language proficiency within the first week to ten days following initial identification. This assessment will reveal individual student's strengths and weaknesses in order to plan the

student's academic placement. This assessment will include four areas of language: understanding, speaking, reading, and writing in order to ensure the students' language needs are properly identified and addressed. Prior to placement, parents will be notified, through a form of communication they can understand, of the student's placement in the ELL program, the parent's right to visit the program, and the parent's right to withdraw the student from the program.

As a part of exiting the ELL program, students will be assessed on functional abilities in understanding, speaking, reading, and writing. Since no single instrument can provide all the information needed to place and exit students from ELL, multiple measures will be used.

Education for Homeless Children and Youths (Title X, Part C)

The McKinney-Vento Act defines "homeless children and youth" as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes-

- Children and youth who are:
 - sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as *doubled-up*);
 - living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
 - living in emergency or transitional shelters;
 - abandoned in hospitals; or
 - awaiting foster care placement;
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

Lafayette County School District Homeless Liaison- Patrick Robinson may be contacted at 662-234-3271 for further information.



COMMUNICATION

Communication between parents and teachers is essential to a positive school experience. We encourage parents to communicate with us through LES Home Folder & LUES agenda as well as phone calls, emails, and conferences. LES uses School Phone Messenger to inform parents of events, weather closing, etc. Teachers may also use Remind 101, a text messaging service.

LES HOME FOLDER – The LES Home Folder & LUES agenda is sent home at least once a week (frequency varies depending on teacher). Teachers use the folder/agenda to send important school announcements, graded papers, behavior notes, and classroom news. This folder is also a tool

for parents to send notes to teachers. Therefore, it is very important to check your child's backpack and folder/agenda daily.

PHONE CALLS – Parents are encouraged to contact teachers to discuss any concerns or questions regarding their child. We ask that parents call the school office and leave a message for teachers in order to protect instructional time. Teachers may be unable to leave the classroom and will return phone calls during their planning/conference time to after school.

SCHOOL PICTURES - School pictures will be made on the prepay plan. Students will pay photographer when their picture is made. It is required that each enrolled student in grades Pre-K through 5th grade has a picture taken (if you are not purchasing pictures, this is free) for use in the school yearbook. Information on the package plans available will be sent home prior to the date for pictures. The tentative date for taking pictures will be in Sept.

CONFERENCES – Parent-Teacher conferences are an important tool for communication. At least one conference per semester shall be held during the school year with your child's teacher. Additional conferences may be scheduled as needed. Conferences may also be arranged by calling the school office. LES & LUES have a web page located on the school website at www.gocommodores.org



SCHOOL CAFETERIA

Our cafeteria serves from Mississippi Cycles, a federally funded healthy meal planning program. As a part of this program, the food service department requests that all parents complete a free/reduced application and return it to school. Menus are available at: <http://www.gocommodores.org/index.cfm?PID=8776>

If your child will be eating breakfast or lunch in the cafeteria, please make sure that your child has money in their account. Please legibly write your child's first and last name on an envelope. Breakfast and lunch prices are as follows:

Breakfast:	Full price - \$1.50	Reduced Price - \$.30
Lunch:	Full price - \$2.50	Reduced Price - \$.40

CAFETERIA WELLNESS POLICY

The Lafayette County Wellness Committee has developed a Wellness Policy with the assistance of the Mississippi Department of Education to help combat childhood obesity and to improve the health of our students. As part of that effort, the Committee has agreed to ban "energy drinks" from our campus. These drinks include but are not limited to: Monster, Red Bull, 5th Hour Energy, AMP, Energy Potion, and Java Monster.

*** ONLINE PAYMENT INFORMATION ***

LAFAYETTE COUNTY SCHOOL DISTRICT
FOOD SERVICE DEPARTMENT
100 COMMODORE DRIVE
OXFORD, MS 38655
(662) 234-7320

Dear Parent,

You can now add money to your child's school accounts via the Internet by going to www.myschoolbucks.com and click on register/sign up to create an account. The site accepts credit cards as payment for breakfast and lunch student, faculty and staff accounts.

You can stay up-to-date with your child's spending. In addition, you can even receive notification when your account balances become low.

The goal is to offer an efficient and convenient method of payment for parents and schools. The service offers to ease the process of gathering and managing funds for you and your school.

You no longer need to send a check with your child. Once an online payment is made, money is added to your child's account in seconds. The payment amount and a small transaction fee (\$2.50 per transaction) will be charged to your credit card or checking account.

Getting started is easy. Go to www.myschoolbucks.com and create an account. Then easily add your child to your account for payments. The following information will be needed to add a child to your account.

- . Child's Student ID or .Child's Birth Date
- . A valid email address for your account

Sincerely yours,

Mark H. Davis, Food Service Director
MHD:ch



Textbooks

This school district provides textbooks free of charge to students. It is the duty of each student to care for the textbooks to the best of his/her ability. Students who lose or damage textbooks are required to pay for them. Students should take pride in the upkeep of their textbooks. Teachers are instructed to assess fines for amounts up to the current value of a book when it is obvious that the student has damaged or defaced the book.

Textbook fines and damage replacement schedule:

DAMAGE

Writing/drawing/scribbling in book	\$1.00 per page
Excess wear/damage but still usable	10% of cost of the book
Cover of book damaged	25% of cost of the book
Spine damaged	25% of cost of the book
Water damaged but still usable	25% of cost of the book
Water damaged, not usable	Cost of the book
Pages missing, not usable	Cost of the book
Obscene writing or drawing on or in the book	Cost of the book
Non-returned book	Cost of the book

The superintendent or designee shall establish procedures to support this policy. The Mississippi Public School Accountability Standard for this policy is standard 19.

Lafayette County School District Internet Safety Policy



Introduction

It is the policy of Lafayette County Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions Key terms are as defined in the Children’s Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Lafayette County Schools online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful

activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Lafayette County Schools' staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of The Technology Director or designated representatives.

The Lafayette County Schools or designated representatives will provide age-appropriate training for students who use the Lafayette County Schools Internet facilities. The training provided will be designed to promote the Lafayette County Schools' commitment to:

- I. The standards and acceptable use of Internet services as set forth in the Lafayette County Schools' Internet Safety Policy;
- II. Student safety with regard to:
 - a. safety on the Internet;
 - b. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - c. cyberbullying awareness and response.
- III. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

Lafayette County School District Acceptable Use Policy

The Lafayette County School District provides teachers, staff, and students the privilege of accessing the Internet over the district's network for the enhancement of learning and achievement. The Internet offers an abundance of research material pertinent for intellectual growth.

Use of the Internet and electronic communications requires students to think critically, analyze information, write clearly, use problem-solving skills, and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

This policy establishes expectations for responsible access and use of District Technology Resources by staff, students, parents/guardians and community members who use the services. District technology resources are to be used to support curriculum, instruction and learning opportunities for students and staff. All resources must be consistent with District guidelines for selection of educational materials. Additionally, these resources must be used to enhance and enrich the District's curriculum while providing for the varied instructional needs, learning styles, abilities and developmental levels of students.

The Board believes the educational opportunities inherent in these tools far outweigh the possibility that users may procure material not consistent with the education goals of the District. However, the Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. The Board acknowledges that while it is impossible to predict with certainty what information students might locate or come into contact with, it desires to take all reasonable steps to protect students from accessing material and information that is obscene, pornographic or otherwise harmful to

minors, as defined by the Board. Students shall take responsibility for their own use of District laptops, computers and computer systems to avoid contact with material or information that may be harmful to minors.

The Board authorizes administration to adopt procedures for computer use consistent with this policy and for reviewing and evaluating its effect on instruction and student achievement.

It is the intent of the Lafayette County School District to:

- Provide access to educational publications, articles, images, etc.
- Provide safe Internet surfing for educational materials.
- Prevent inappropriate material entering or leaving the school's network via email, Internet or other forms of electronic communications.
- Prevent unauthorized and malicious attempts to access network resources.
- Prevent unauthorized disclosure of personal information.
- Abide by rules established by the "Child Internet Protection Act" (CIPA) (Pub.L106-554) Title XVII
- Educate minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms
- Cyberbullying awareness and response

Access to Inappropriate Material

Lafayette County School District has Internet technology protection measures in place to prevent access to inappropriate material. These measures are in place to prevent students from visually accessing material, which may be obscene, pornographic, or harmful to minors. On a global network such as the Internet, it is not possible to control the content of all available materials. **Computer security cannot be made absolutely perfect and it is likely that a determined student or other individual could make use of district technology resources for inappropriate purposes.** If any inappropriate materials surface, a supervising staff member must be contacted immediately.

Inappropriate Network Usage

Students and their parents/guardians are advised that some Internet sites may contain defamatory, inaccurate, abusive, obscene, profane, sexually or racially offensive, threatening, or otherwise illegal material. LCSD does not condone the use of such materials and does not permit usage of such materials in the school environment. Internet access through Lafayette County School District network is a privilege, not a right; inappropriate network usage will result in disciplinary action. Lafayette County School District shall take actions to uphold the safety and security of all users of the network.

All persons shall use district technology resources in a responsible, efficient, ethical and legal manner. Because technology and ways of using technology are constantly evolving, every unacceptable use of said resources cannot be specifically described in policy. Therefore, some examples of unacceptable uses include, but are not limited to, the following [note: the Board has discretion to determine which uses are unacceptable]:

- Uses the Internet or network for illegal, inappropriate, threatening or obscene messages/images, pornography, "sexting", materials protected by trade secret, etc. Illegal is defined as any violations of local, state, or federal law.
- Violates copyright, license agreements or other contracts.
- Intentionally disrupts Lafayette County School District network traffic. This includes, but is not limited to uploading, creating, or transmitting computer viruses.
- Uses the Lafayette County School District network for personal gain, fraud, political campaigning or solicitation.
- Steals or damages data and/or equipment.
- Gains or seeks to gain unauthorized access to network resources. (E.g. attempting to gain or gain administrative rights to computers or network resources, attempting to override or bypass District installed content filters).
- Uses another student or staff account to access personal data.

- Discloses personal information about students or staff.
- Deletes or renames data owned by someone else.
- Adds unauthorized external devices to any computer. (E.g. external floppy drives, hard drives, jump drives, etc.)
- Adds any unauthorized device (E.g. cell phones) or computer to the network.
- Defames, intimidates, threatens, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner, known as “cyber bullying” whether on campus or off campus.

Unauthorized software and devices/equipment

Users are prohibited from using or possessing any software that has been downloaded or is otherwise in the user’s possession without appropriate registration and payment of any fees owed to the software owner. No persons are permitted to download any software on school-issued laptops without district approval through the appropriate process. LCSD will not support non-District devices/equipment. Personal or non-district owned equipment connected to the district network is not permitted.

Consequences for violating Lafayette County School District policy

Consequences will be decided on a case-by-case basis and are not limited to:

- Disciplinary action based on the LCSD Code of Conduct.
- Suspension or revocation of network privileges.
- Suspension or revocation of computer access.
- Legal action and prosecution by the authorities.
- Any other action deemed appropriate by school administrators.

No expectation of privacy

District computers, laptops and computer systems are owned by the District and are intended for educational purposes at all times. No person using District computer equipment, software owned, leased or controlled by the District, or websites, email or Internet access provided by the District has a reasonable expectation of privacy with respect to such equipment, software, websites, email or Internet access. The District reserves the right to monitor, inspect, copy, review and store all usage of District computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information at any time and without notice. All material and information accessed/received through District computers and computer systems shall remain the property of the District.

Disclaimer

Lafayette County School District will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, service interruptions, or inaccurate information. The user accepts personal responsibility for any information obtained while on the school network.

Lafayette Lower Elementary Parent Teacher Organization (PTO)



Officers for the 2016-2017 school year are:

- President
- Co-President
- Secretary
- Co-Secretary
- Treasurer
- Box Top Coordinator

Meetings will be held on the dates listed in the Multi-Purpose Building at 5:30 p.m.

**October, 2016
December, 2016
February, 2017
April, 2017**

If you would like to be a part of this organization, please contact the school at 234-5627 or llespto@gmail.com

Lafayette Upper Elementary Parent Teacher Organization (PTO)

Officers for the 2016-2017 school year are:

President - Pam Swain
Vice President - Jennifer Yancy
Secretary - Jane Steelman
Treasurer - Jennifer Yancy
Box Top Coordinator - Sherry Moore

PARENT INVOLVEMENT POLICY

I. POLICY INVOLVEMENT

Parent Involvement Policy is jointly developed with, agreed upon with, and distributed to, all of the parents of participating children. We will, to the extent possible, provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities and parents of migratory children, including providing information and school reports in a language that the parent can understand. Furthermore, we will coordinate and integrate parental involvement programs and activities at the school level with other federal, state, and district programs. The Parent Policy is presented for discussion and approval with parents and the community during the initial annual Title I meeting. The policy is updated as needed and reviewed annually by a team of people – including parents, community members, school and district administrators, and school faculty and staff members – in order to continuously meet the changing needs of our parents, students, and the school.

II. SHARED RESPONSIBILITY: PARENT-SCHOOL COMPACT

School-Parent Compact, jointly developed with, agreed upon with and distributed to all parents, describes how parents, students, and the entire school staff, share in the responsibility for high student achievement. A team of people-including parents, community members, school and district administrators and school faculty and staff – annually review the School Compact.

III. BUILDING CAPACITY FOR INVOLVEMENT

To ensure effective involvement of parents, and to support a partnership among the parents, community and school to improve student achievement, we will:

1. Assist parents in understanding Mississippi's academic and achievement standards by disseminating pamphlets, hand-outs, parent-teacher conferences, parent workshops, and Open Houses.

2. Communicate and monitor a child's progress by progress reports, report cards every nine weeks, IEP meetings, weekly/monthly telephone calls, parent-teacher conferences, weekly folders, dissemination of MAP scores and STAR data and classroom assessments.
3. Assist parents in helping them to improve achievement of their children through parenting workshops, ESL classes for parents, monthly newsletters that provide activities and suggestions, student's weekly folders, technology training and orientation.
4. Educate teachers and other staff members, with the assistance of parents, in reaching out to, communicating with, and working with parents through PTO conferences, workshops, and staff development.
5. Send information related to school and parent programs, meetings, and other activities to the parents in a format and language they can understand through teacher generated newsletters, PTO meetings, school calendar, parent/student handbook, student communication folder/student planner, School Messenger All Calls, and web site.
6. Provide opportunities for parents to communicate with the school through open door policy, student communication folders designating time to meet with the principal and/or teachers.
7. Provide other activities but limited to promote parental involvement such as, the Literacy and Math Night, beautification of the campus, Field Day, Teacher Appreciation Week, Literacy Leaders, field trips, reward trips for accomplishments, Red Ribbon Week, Book Fair, parenting workshops, Volunteer and Mentoring Program, Winter Wonderland Program, Accelerated Math and Reading Programs.

The Parent Involvement Policy has been developed jointly with parents. Additional activities are needed to ensure parents' full participation in the Title I programs of each school. These activities include:

- Convening an annual meeting at a convenient time to inform parents of the school's participation in the Title I program, the requirements of Title I law, and their right to be involved.
- Lafayette Lower & Upper Schools provide information concerning Title I programs and its requirements at a Title I meeting in August/September. This meeting outlines the supplemental academic services provided to students, additional staff, continuous staff development and other ways the funds are utilized. The school web site has a Title I/No Child Left Behind link with site specific information.
- Offering a flexible number of meetings and parent trainings at convenient times for parents to participate, give suggestions, and take part in decisions regarding the instructional program of the school.
- PTO, Parent Workshops, etc. give the elementary schools the flexibility needed to offer meetings at convenient times for parents to give their input on Title I programs. Opportunities are offered during the day and in the evening.
- Parents are involved in an "organized, ongoing, and timely way," in the planning, review and improvement of the Parent Involvement Policy and Title I Programs. Parents will receive timely information about Title I programs.

The Parent Involvement Policy is reviewed throughout the year. Changes to the program, new information, as well as a review and evaluation of the policy and programs are included as an agenda item for these meetings.

- Giving opportunity for parents to submit comments on the plan and the school wide programs if it is not satisfactory to participating parents.
- Surveys and meeting evaluations are used to provide opportunities for parents to offer comments and make suggestions.

Lafayette Lower & Upper Elementary
Parent – Student – School Compact
2016-2017

“HAND IN HAND WE CAN LEARN AND WORK TOGETHER TO BUILD A BETTER WORLD”

At Lafayette Elementary, we promise to...

- Facilitate positive communication between teacher, parent and child.
- Provide the necessary materials for effective instruction to achieve the State’s high standards.
- Provide a safe and orderly environment.

We need parents to....

- Attend PTO meetings and Parent/Teacher Conferences.
- Take an active role in my child’s education.
- Respect school staff and the cultural differences of others.

As a teacher, I promise to...

- To be punctual and prepared to teach the approved state and local curriculum
- Demonstrate professional behavior and a positive attitude.
- Set high expectations for myself, students, and other staff.
- Provide meaningful and appropriate homework.
- Provide regular communication about your child’s progress.

I need

- Students willing and ready to learn.
- Respect and support
- Regular attendance
- Prepared for class

As a student, I promise to...

- Attend school regularly and be on time.
- Come to school prepared.
- Obey school rules.
- Believe that I can and will learn
- Always do my best with a positive attitude and good work ethic.

I need...

- Caring, supportive, respectful teachers/staff.
- A safe school
- Family and school that support me.

As a parent/guardian, I promise to...

- Demonstrate responsibility for my child’s punctuality and attendance during the entire school day.
- Spend time daily reading with my child & review homework assignments.
- Attend Open House and Parent Conferences.
- Have high expectations for my child’s education.
- Teach my child to resolve conflicts in a positive way.

I need...

- Supportive teachers and staff.
- Clear and concise communication with the school.

Lafayette Elementary Schools Absentee Note

Please complete this form and return it to your child's homeroom teacher within two days after he/she is absent from school. ***See student handbook for guidelines. If your child has been to a doctor, please attach the doctor's excuse.

Student Name

Homeroom Teacher

DATE(S) OF ABSENCE(S) _____

REASON FOR ABSENCE _____

CONTACT PHONE NUMBER _____

PARENT/GUARDIAN SIGNATURE _____

Lafayette Elementary Schools Absentee Note

Please complete this form and return it to your child's homeroom teacher within two days after he/she is absent from school. ***See student handbook for guidelines. If your child has been to a doctor, please attach the doctor's excuse.

Student Name

Homeroom Teacher

DATE(S) OF ABSENCE(S) _____

REASON FOR ABSENCE _____

CONTACT PHONE NUMBER _____

PARENT/GUARDIAN SIGNATURE _____

Transportation Changes

In order to prevent confusion at dismissal time, we are asking that **CHANGES IN TRANSPORTATION** and/or afterschool activities **BE SENT to school IN WRITING**. Students will be sent home their normal way unless the school is notified by 12:00 p.m. (see guidelines in Student Handbook). Please send a note, including dates, regarding how your child is to go home. Feel free to use the notes included below.

LAFAYETTE ELEMENTARY SCHOOLS TRANSPORTATION CHANGE NOTE

Student's Name _____ Date _____

Teacher _____ Effective Date(s) _____ to _____

BUS RIDER

BUS # _____

Physical (911) Address: _____

Contact Name: _____

Contact Phone # _____

CAR RIDER

Name of Person to Pick-up: _____

Contact Name: _____

Contact Phone # _____

LAFAYETTE ELEMENTARY SCHOOLS TRANSPORTATION CHANGE NOTE

Student's Name _____ Date _____

Teacher _____ Effective Date(s) _____ to _____

BUS RIDER

BUS # _____

Physical (911) Address: _____

Contact Name: _____

Contact Phone # _____

CAR RIDER

Name of Person to Pick-up: _____

Contact Name: _____

Contact Phone # _____

The following pages (50-66) are pages that need to be returned to the teacher as soon as possible. These are information and permission pages.

If you have any questions before signing and returning, please contact your child's teacher or the office.

School Property and Equipment Usage

The Lafayette County School District may provide students with the use of Lafayette County School District property, including but not limited to equipment and computers. Students are asked to use utmost care in handling these items and are required to return property at the end of the determined usage period. In addition, students may be responsible for loss or damage of school district property.

Responsible Use Agreement

Staff and student use of district technology resources will be permitted only after submission of a signed Acceptable User Policy. Parents of students under the age of eighteen (18) must agree to and sign the Acceptable Use Policy. Signees will be legally bound by the terms and conditions of the policy.

I agree to abide by the rules stated in this Acceptable Use Policy. I understand that the use of the Internet or network is a privilege and if found in violation of any of the rules stated in this policy, I will be subject to any of the disciplinary actions previously stated. I understand that the Lafayette County School District will actively try to block or filter harmful information from being accessed over the network, but is not responsible for any inappropriate content accessed while using the network. I also understand that I am responsible and will make immediate payment to the Lafayette County School District upon written notice for loss or damage to district property.

Student Name

Date

Student Signature

Parent Signature

Date

Field Trip Permission

I give my permission for my student, _____, to go on school-sponsored field trips. Before field trips are taken my student's teacher will provide information and details on the trip. If I do not desire for my child to attend the field trip I will notify the office and teacher in writing. This permission statement for field trips will give my child approval for the 2016-2017 school year.

Student Name

Date

Parent/Guardian Signature

Parent Involvement Policy 2016-2017

Homeroom Teacher: _____

I have read the Parent Involvement Policy. (pages 44-45)

Comments/Suggestions:

Student's Name _____

Parent's Signature _____

Date _____

Lafayette County School District
Image Publishing Parental Permission Form – AY 2016-17

In order to abide by parent/guardian desires for privacy, we are requiring your consent before publishing student photographs and/or student work. This includes any form of electronic publishing or paper publishing such as in the local newspaper.

Your child and/or their work could be featured on the Lafayette County School District Web Site for the purpose of highlighting their accomplishments or work.

Teachers are discouraged from identifying students at all. If a teacher elects to publish a student's photo or work then only the student's first name may be used.

Periodically, your child may be photographed for use in brochures, television communications, or local newspapers. The image may only be used in association with the student's full name for accomplishments such as, academic awards, sports awards, etc.

I give permission to my child's photograph and/or schoolwork to be published in electronic form such as on the District Web Site. (For safety and privacy, only your child's first name may be used.)

YES NO *(Please circle your response)*

I give permission to my child's photograph and/or schoolwork to be published in paper form such as in the local newspapers. *(Your child's full name may be used.)*

YES NO *(Please circle your response)*

Student Name: _____

School: LES LUS LMS LHS *(Please circle one choice)*

Grade: _____

Parent Name *(Please Print)*

Parent Signature

Date

Student/Parent Confirmation of Policies and Procedures of Lafayette Lower and Upper Elementary Schools

STUDENT'S NAME: _____ GRADE _____
(Please print)

TEACHER NAME: _____

We, the parents/guardians of the above named student have read and understand the policies and procedures of this handbook. Consequently, we take responsibility for those policies and procedures as well as the responsibility for the textbooks issued to my child during the current school year. If any book is lost, damaged, or destroyed, we, by this signature agree to pay such loss.

Parents/Guardian Signature: _____ DATE _____

The Lafayette County School Board reserves the right to change any and all policies as deemed necessary.

★ LUES - If the student planner is lost or damaged, then it must be replaced at the expense of the parent for a fee of \$10

Annual Parent Notice Right to Request Teacher Qualifications

Our school receives federal funds for Title I programs that are part of the *Elementary and Secondary Education Act of 1965 (ESEA)*, as amended by the *No Child Left Behind Act of 2001 (NCLB)*. Throughout the school year, we will continue to provide you with important information about this law and your child's education.

We are very proud of our teachers and feel they are ready for the coming school year and we are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA/NCLB. Under these regulations, you have the right to request information regarding the professional qualifications of your child's classroom teacher(s) or paraprofessional(s). If you request this information, the district or school will provide you with the following as soon as possible:

- a. if the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
- b. if state licensing requirements have been waived for the teacher on a temporary basis;
- c. the type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and
- d. if your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you would like to request this information or if you have any questions about your child's assignment to a teacher or paraprofessional, please contact your child's school

The school district does not discriminate on the basis of race, color, national origin, sex, age, or disability in matters affecting employment or in providing access to programs and services and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries and complaints regarding nondiscrimination policies and to coordinate compliance efforts:

Name: **Calvin Worthem**

Title: **Director of Human Resources**

Address: 100 Commodore Drive, Oxford, MS 38655

Telephone: 662-234-3271

Inquiries or complaints may also be directed to the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue S.W., Washington D.C. 20202, or by calling (800) 421-3481 or (877) 521-2172 (TTY).

Parent/Guardian-Student Contract

PLEASE DETACH AND RETURN THIS PAGE TO YOUR CHILD'S HOMEROOM TEACHER.

Dear Parent or Guardian:

It is the intent of the Lafayette Upper Elementary School administration, faculty, and staff to provide all students a relevant, positive, and smooth-flowing educational experience. This handbook was compiled with that in mind. It contains information, guidelines, code of conduct, and discipline rules to insure that our intended purpose is accomplished. Please help us accomplish this by doing the following:

- Please read and familiarize yourself and your child with its contents.
- Please allow us to answer any questions you may have about any item contained within.
- Please acknowledge your receipt and reading of this handbook by completing and returning the lower portion of this page.

My child and I have read the Lafayette Lower/Upper Elementary School Handbook. I agree to encourage my child to abide by the information, guidelines, code of conduct, and discipline rules contained within.

Student's Name: _____ Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____ Date _____

Student's Signature: _____ Date _____

Cell Phone Registration

My child will have a cell phone with him/her during the school day.

_____ NO

_____ YES

If you checked YES, please complete the form below and sign indicating that you have read, understand and agree with the cell phone policy located on page 13.

STUDENT NAME _____

TYPE OF PHONE _____

SERIAL # _____

PHONE# _____

PARENT/GUARDIAN'S SIGNATURE: _____

Student's Signature: _____

Corporal Punishment Consent

PLEASE DETACH AND RETURN THIS PAGE TO YOUR CHILD'S HOMEROOM TEACHER.

- **Corporal Punishment:** Corporal punishment may be administered by the Principal, Assistant Principal or teacher of the student and in any event, an adult witness shall be present. Corporal punishment may be administered to both sexes. Lafayette Upper Elementary School strives to discipline the student in accordance with the family of the student. Corporal punishment consists of three licks to the buttocks in the presence of a witness. If you do not want your child to receive corporal punishment, you must notify your child's teacher and fill out the form below making your wishes known.

_____ **YES, I AGREE** for corporal punishment to be administered to my child should it be warranted.

_____ **NO, I DO NOT AGREE** for corporal punishment to be administered to my child while at school.

DATE: _____

STUDENT NAME: _____

PARENT/GUARDIAN'S SIGNATURE: _____

HOMEROOM TEACHER: _____

This form is valid for the 2016-2017 school year. If you desire a change at a later date, you may fill out a new form in the school office.

